

**Army Regulation 25–51**

**Information Management: Records  
Management**

# **Official Mail and Distribution Management**

**Headquarters  
Department of the Army  
Washington, DC  
14 January 2015**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 25-51

Official Mail and Distribution Management

This major revision, dated 14 January 2015--

- o Assigns proponentcy for the Army Official Mail and Distribution Program to the Deputy Chief of Staff, G-1(para 1-4a).
- o Implements postage reimbursement policies of Department of Defense Directive 4000.19 (para 1-4i(6)).
- o Changes quarterly prepaid postage reporting requirements to semi-annually and revises DA Form 7224, DA Form 7224-1, and DA Form 7224-2 (para 2-9).
- o Adds personal computer postage and ePost as authorized methods of mailing and postage application (para 2-26a).
- o Synchronizes Army policy for opening of official mail with Department of Defense Instruction 4525.08 (para 2-40).
- o Adds Security and Business Recovery chapter (chap 5).
- o Establishes requirement for development of a security plan per Department of Defense and the General Services Administration directives (para 5-1).
- o Adds internal control evaluation (app C).

Information Management: Records Management

Official Mail and Distribution Management

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:



GERALD B. O'KEEFE  
Administrative Assistant to the  
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**History.** This publication is a major revision.

**Summary.** This regulation implements DODD 5101.11E and incorporates DOD 4525.8–M and DODI 4525.08 with changes within the Army. It contains policy on carrying out the Department of Defense Official Mail Cost Control Program and the Department of the Army Official Mail and Distribution Management Program. It addresses the use of postage meters, mailing permits, special mail services, postage stamps, correspondence distribution management, and mailing procedures for certain U.S. Army activities and U.S. citizens overseas, and standardized street addressing.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, and other organizations for which the Army is the Executive Agent, unless otherwise stated. This regulation does not apply to postal operations described in the AR 600 series or DOD 4525.6–M. This regulation applies during partial and full mobilization.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MP), 300 Army Pentagon, Washington DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408.

**Distribution.** This regulation is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation complies with Part 102–192, Title 41, Code of Federal Regulations (41 CFR 102–192), and establishes the policies and procedures for all elements of the Department of the Army (DA) to administer the Official Mail and Distribution Management Program (OMDMP).

### 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

### 1–4. Responsibilities

- a. The Deputy Chief of Staff, G-1 is the functional proponent of the OMDMP. The DCS, G-1 will—
  - (1) Approve exceptions to this regulation.
  - (2) Serve as the senior Army policy official for Armywide official mail.
  - (3) Provide DA supervision of the execution of the Army OMDMP to include policy formulation, programs, plans, goals, and structures.
  - (4) Serve as the principal point of contact with the Office of the Secretary of Defense and other agencies for matters related to the official mail mission.
  - (5) On behalf of the DCS, G-1, the Department of the Army (DA) Official Mail Manager (OMM) will execute the OMDMP for the Army.
    - (a) Be the DA point of contact with the Military Postal Service Agency (MPSA) for official mail policy.
    - (b) Develop and recommend policies and procedures for official mail and distribution functions.
    - (c) Provide advice and assistance to Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs) in administering their official mail programs and resolving issues with local United States Postal Service (USPS) or other authorities when local resolution fails.
    - (6) Will establish postal operations policies related to the processing of personal mail.
  - b. The Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA (ALT)) is responsible for contracting and acquisition management policies, policy formulation, procedures, programs, goals, and standards per DA General Order (GO) 2012–01.
  - c. The Assistant Secretary of the Army (Financial Management and Comptroller) (ASA (FM&C)) is responsible for financial resources management policies, policy formulation, programs, goals, and standards per DA GO 2012–01.
  - d. The Chief Information Officer/G–6 (CIO/G–6) will support the DCS, G-1 as necessary to ensure Army compliance with Federal Statutes, Office of Management and Budget, and Office of the Secretary of Defense direction and other applicable regulatory requirements.
  - e. The Chief, National Guard Bureau (NGB) delegates oversight to the Director, Army National Guard (ARNG). The Director, ARNG will administer official mail management for National Guard units (Headquarters, Department of the Army (HQDA) table of distribution and allowances) and will be handled in one of the following ways:
    - (1) The OMDMP funding for the ARNG units and activities in a Title 32 status currently resides in base operations ARNG installation’s funding. The ARNG base operations installation funds will continue to support these requirements.
    - (2) If the ARNG is acting in a Title 10 Federal role, it is considered “Active Army” and will be treated as any other Army Title 10 tenant. If it resides on an installation, the installation pays the bill. If the ARNG is in a Title 10 status and resides off post, the Army funds the requirement.
    - (3) If an ARNG Title 32 unit resides on post, the ARNG will provide direct fund reimbursement as part of the installation support agreement.
    - (4) The ARNG is not required to appoint OMMs below the state level.
  - f. Each HQDA Staff element will appoint an internal activity OMM to manage the official mail and distribution programs within their organizations.
  - g. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC), in addition to ACOM responsibilities outlined in subparagraph *h* below, will—
    - (1) Designate, within TRADOC, a proponent responsible for Army official mail doctrine, organization, and training.
    - (2) Formulate official mail management doctrine for the Army.
  - h. Commanders of ACOMs, ASCCs, and DRUs that operate Official Mail and Distribution Centers (OMDCs) that apply postage are responsible for the management, organization, and implementation of the OMDMP at all activities, installations, and military communities assigned to their commands. They will discharge this responsibility by dealing

directly with commanders of assigned installations and military communities or by dealing through major subordinate commands (MSCs). ACOM, ASCC, and DRU commanders will—

- (1) Centrally manage the ACOM, ASCC, or DRU, as applicable, official mail program.
- (2) Ensure that their official mail program supports their primary mission.
- (3) Coordinate command official mail policy and operational matters through their chain of command with the DCS, G-1, U.S. Army Human Resources Command.
- (4) Appoint an OMM for overall program management within the command.
- (5) Fund the official mail program for their command, including their assigned installations and MSCs.
- (6) Provide the training required by DODI 4525.08 and this regulation to OMMs appointed at the ACOM, ASCC, and DRU levels.
- (7) Ensure appropriate coordination with combatant commanders (CCDRs) has been made and contingency plans include adequate procedures to support official mail operations in a deployed or contingency environment.
  - i.* Senior commanders, or their delegated garrison commanders, will—
    - (1) Centrally manage the installation official mail program.
    - (2) Appoint in writing an installation OMM within the garrison as installation OMM for overall program management within the installation, including Department of Defense (DOD) and Army tenant activities.
    - (3) Establish a single OMDC on the installation to receive, process, dispatch, and deliver incoming and outgoing official mail and distribution. Unless restricted by the garrison commander for security or other relevant purposes, this does not preclude direct delivery by USPS to the addressee of official mail on the installation if USPS agrees to make such deliveries.
    - (4) Provide official mail support to all DOD and Army tenant/satellite activities as a common service function per DODI 4000.19.
    - (5) Initiate installation service support agreements with all non-Army tenant/satellite activities that the garrison supports per DODI 4000.19.
    - (6) Budget, fund, and execute the official mail program for their installation and all tenant/satellite activities. Users shall budget for and pay for postage per DODI 4525.08 and DODI 4000.19 (see DODI 4000.19 for reimbursement policies).
    - (7) Consolidate outgoing mail at a single metering point. There will be only one processing point for application of postage and processing of all nonproduction outgoing official mail on an installation.
    - (8) Expend official mail funds per installation policies and procedures.
    - (9) Ensure that units under their command, upon deployment, have the necessary equipment and stamps as required to operate in a contingency or deployed location.
    - (10) Provide the training required by DODI 4525.08, DOD 4525.8–M and this regulation to the installation and tenant OMMs, newly assigned personnel, and administrative personnel at their installations.
    - (11) Ensure that each individual who prescribes, creates, designs, or prepares official pieces for mailing or distribution will comply with this regulation.
      - j.* Outside the continental United States (OCONUS) garrisons that consist of multiple facilities will not be required to maintain an OMDC for collection and metering of mail on each separate facility within the garrison's geographical area. Official mail may be delivered through a military postal facility on each separate facility, if there is a military post office (MPO) present.
        - k.* The installation garrison supports tenant activity commanders. Tenant activity commanders will—
          - (1) Appoint a point of contact for official mail management to assist the installation OMM in carrying out official mail duties within the tenant activity.
          - (2) Coordinate official mail requirements with the installation OMM.
          - (3) Ensure that all large mailings are coordinated with the installation OMM.
          - (4) Ensure appropriate coordination with CCDRs has been made and contingency plans include adequate procedures to support official mail operations in a deployed or contingency environment.
          - (5) Ensure funds have been budgeted for reimbursement to the installation for postage expenditures per DODI 4000.19.

#### **1–5. Legal authority**

Section 2 of Public Law 94–575, The Federal Records Management Amendments of 1976 (44 United States Code (USC) 2901–2904), 41 CFR 102–192, and issuances from the General Services Administration (GSA) provide the legal authority for this regulation.

#### **1–6. Department of the Army Official Mail and Distribution Management Program**

*a.* The USPS will be used as the carrier of first-class official mail per 39 USC 401, 404, 601–606, 18 USC 1693–1699, and 39 CFR Part 310 and 320, hereinafter referred to as the Private Express Statutes (see para 2–4). Other classes of mail may be transported by private carriers other than the USPS.

b. Official mail will move at the lowest postage and fees cost to meet the required delivery date, security, and accountability requirements.

c. First-class mail, as covered by the Private Express Statutes, will move as regulated by the USPS Domestic Mail Manual (DMM).

d. Use prepaid postage within DA.

e. Manage DA official mail costs through the OMDMP.

f. Use of USPS services will be coordinated with local USPS postmasters or account representatives. USPS service will be provided per USPS Publications 38 and 38A. OCONUS activities will coordinate official mail service through the local MPO.

g. Single OMDC preparation procedures and processing will be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments. Each installation will establish one OMDC that processes outgoing and incoming mail and distribution. Unless restricted by the garrison commander for security or other relevant purposes, this does not preclude direct delivery to the addressee of official mail by USPS on the installation if USPS agrees to make such deliveries. The OMDC will sort official mail and distribution, meter all outgoing official mail, and deliver official mail and distribution in bulk to the administrative or headquarters office of each organization on the installation that is authorized official mail services. Internal distribution of official mail and distribution within an organization is the responsibility of that organization. Outgoing distribution and official mail, properly packaged and prepared for metering or distribution, will be gathered internally within such offices and passed to the OMDC courier for further processing. If mutually agreed upon by the organization of address and the garrison commander or installation OMM on behalf of the garrison commander, activities may pick up and deposit mail directly at the OMDC in lieu of using the courier service. A cost/benefit analysis should be the basis for allowing this type of arrangement.

h. Report all unauthorized use, loss, or theft of appropriated fund postage to the commander (see paras 2–20, 2–21, and 2–22).

i. Do not address outgoing official mail to “Resident,” “Occupant,” or similar forms of address.

j. Only prepaid permit indicia, commercial meter strips, or commercial postage stamps may be placed on addressed items (see para 2–26 for the use of commercial postage stamps). Neither business reply bail (BRM) nor merchandise return service (MRS) permit numbers will be placed on unaddressed items. Addresses for BRM and MRS must be preprinted on the mailing piece.

k. Functional proponents of DA regulations and directives that authorize or require official mail postage will coordinate with U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408, prior to publication.

## **1–7. Program administration**

a. *Official mail manager appointments.*

(1) Army Secretariat and HQDA Staff elements, ACOMs, ASCCs, DRUs, U.S. Army Reserve Command (USARC), ARNG, the numbered armies of the continental United States (CONUSA), MSCs, major U.S. Army Reserve Commands (MUSARCs) that operate OMDCs that apply postage and installations will appoint OMMs. The ARNG is not required to appoint OMMs below the state level. Assistant OMMs may be appointed to perform the OMM duties when the OMM is absent. The OMM appointment will be made in writing and will include the appointee’s official address, electronic mail (e-mail) address, and telephone number. Copies will be distributed and filed as follows:

(a) Army Secretariat and HQDA Staff element OMMs provide copies to their servicing OMDC.

(b) Installation OMMs provide copies to their higher headquarters and the installation director of resource management (DRM).

(c) ACOM, ASCC, and DRU OMMs provide copies to the DA OMM, U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408.

(d) USARC, CONUSAs, MSCs, and MUSARCs provide copies to the next higher echelon of command.

(2) When application of postage is contracted, the contracting officer’s representative will ensure that the contractor’s quality of performance meets all requirements of this regulation, DODI 4525.08, and DOD 4525.8–M.

(3) DODI 4525.08 designates the OMM position as inherently governmental and as such restricts that position from being contracted out.

(4) Only commissioned, warrant, or noncommissioned officers (E–6 or higher) or DA civilians (general schedule–6 or higher) will be appointed as OMMs. This requirement is waived only when the activity concerned has no personnel in the grades specified.

(5) Avoid frequent changes of OMMs. When changes are necessary, provide enough overlap so that the new OMM becomes thoroughly familiar with the duties before the incumbent departs.

(6) With the exception of application of postage requirements, tenant activities whose operations are deemed critical to the organization by the head of the activity should meet requirements listed above, if applicable.

b. *Official Mail and Distribution Management Program training requirements.*

(1) Secretaries; clerk-typists; personnel producing forms, publications, and periodicals; OMDC personnel; and OMMs will receive training within 4 months after assignment to the installation in the following subjects:

- (a) Private Express Statutes.
- (b) Material that cannot be mailed.
- (c) Classification of mail.
- (d) Special postal services and discounts.
- (e) International mail requirements.
- (f) Postage and fees required.
- (g) Penalties for private use of official mail.
- (h) Protection of mail.
- (i) Performing mail surveys.
- (j) Addressing mail.
- (k) Cost-saving methods to include other methods of communicating and shipping material.
- (l) Characteristics of suspicious mail and procedures for handling suspicious mail.

(2) Training objectives will be continuously reinforced by routine distribution of current postal information.

(3) OMMs and OMDC personnel who determine the amount of postage to be placed on official mail will receive additional formal training on items listed in paragraph *b* (1) above. This requirement can be met through locally developed courses based on technical information available through local USPS officials, attendance at the local and national postal forums conducted by USPS, and attendance at MPSA-sponsored official mail conferences/workshops. Developing and obtaining this training is the responsibility of the installation training element.

(4) Prior to attending a conference/workshop, the command/agency must determine if the event is a conference or not in accordance with the prevailing Army Conference policy. If the event is determined to be a conference, the command/agency must obtain conference approval prior to the obligation of any Army appropriated funds.

*c. Official Mail and Distribution Management Program supervision requirements.*

(1) All OMMs will—

- (a) Assure that users know when and how to contact their OMM.
- (b) Supervise mailing procedures.
- (c) Report any known or suspected misuse of official mail to their supervisor or local law enforcement.
- (d) Establish controls on postal expenditures to create a cost-effective mail management program.

(2) ACOM, ASCC, DRU, MSC, USARC, CONUSA, MUSARC, ARNG (that apply postage), and installation OMMs will—

(a) Keep the commander informed on the effectiveness of the OMDMP and problem areas. They will represent the commander with the command's personnel, higher commands, and local USPS or MPOs.

(b) Supervise the activity's OMDMP.

(c) Annually contact, assist, guide, and discuss mailing requirements with activities which produce forms, publications, and periodicals. A record of these discussions should be kept to make future inspections easier (see para 1-7*d* for inspections).

(d) Analyze the use of postage and initiate procedures for more cost-effective usage.

(e) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

(f) Know their USPS account representative and other appropriate USPS officials.

(g) Whenever possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council.

(3) Installations or equivalent OMMs will—

(a) Inspect incoming mail at least once a week and report deficiencies to the responsible organization.

(b) Inspect outgoing mail at least once a week at the final preparation point to ensure proper preparation and to determine which policies and procedures need additional emphasis. Items containing errors or deficiencies in preparation will be returned to the sending organization for correction (see chap 2, section II, for preparation instructions).

(c) Monitor spoiled meter postage instances to reduce their occurrence and to ensure proper disposition (see para 2-27*f*).

(d) Maintain liaison with appropriate supply and procurement activities to ensure that ordered and stocked postal-related items such as envelopes, cards, and labels meet the requirements of this regulation and the USPS.

(e) Order, verify shipments, safeguard, and issue postage stamps when use is authorized, per paragraph 2-26.

*d. Official Mail and Distribution Management Program inspections.* To comply with the requirements of AR 11-2 for internal management controls—

(1) The Army OMM will conduct a survey of ACOM, ASCC, and DRU headquarters official mail operations and those commands that operate or have subordinate elements that operate OMDCs which apply postage at least every 3 years.

(2) ACOMs, ASCCs, DRUs, MSCs, USARC, CONUSAs, MUSARCs, ARNG, and intermediate commands will

inspect internal headquarters, subordinate installations, and activities' official mail programs, and operations every 3 years. Combine inspections with other inspections and staff assistance visits if possible.

(3) Installation OMMs will inspect all of the installation OMDC operations annually and make available for review during staff assistance visits.

(4) Use the suggested checklist in DA PAM 25-403 and in DODI 4525.08 for this purpose. The checklist may be modified to reflect local operating requirements.

*e. Official Mail and Distribution Management Program surveys and tests.* Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions. Recipients of test mail surveys will return the surveys immediately.

#### **1-8. Official mail in hostile environment or mobilization**

*a.* Under the OMDMP, the area CDR is considered the host installation. Army activities in the area of operations will comply with the CDR instructions for official mail.

*b.* In the event of limited theater hostilities or general mobilization—

(1) Intratheater mail will continue to be moved using the “DOD Official Intratheater Mail” procedures (see DOD 4525.8-M).

(2) All mail requiring postage will continue to be posted with postage stamps and postage meters as long as possible before switching to Postage Due Penalty Mail procedures (see DOD 4525.8-M and the DMM).

(3) Postage stamps will be used when OMDCs can no longer use postage meters due to—

*(a)* Lack of electricity.

*(b)* Equipment failure.

*(c)* Inability to reset meters.

(4) Postage Due Penalty Mail will be used on all mail requiring postage when postage meters or stamps cannot be used or are not available. POSTAGE DUE PENALTY MAIL WILL NOT BE USED FOR MAILING OF ITEMS TO NEXT OF KIN. Official mail from hostile operations areas will not be refused by the receiving OMDC.

*c.* As such situations stabilize—

(1) Postage stamps will replace Postage Due Penalty Mail as soon as possible and practical.

(2) Postage meter use will be resumed as soon as possible and practical.

*d.* Disposition of postage stamps.

(1) When use of postage stamps is no longer possible, return existing inventory to host installation.

(2) When capture is imminent, destroy all postage stamps.

*e.* Certain procedures must occur for emergency disposition of postage meters during hostilities.

(1) If time permits, follow the normal procedures for checking meters out of service and returning the meter to USPS or the manufacturer, as appropriate.

(2) When capture or loss is imminent, destroy the meter, if possible.

(3) Report destruction, capture, or loss to the next higher headquarters. Higher headquarters will, in turn, report this information through command channels to DOD Official Manager, Military Postal Service Agency, 2900 Crystal Drive, Suite 410, Arlington, VA 22202-3595.

#### **1-9. The Official Mail and Distribution Center organizational pattern**

The OMM must have a firm basis upon which to build the OMDMP. Managers may place more responsibility for distribution operations and services upon full-time OMDC staff. The manager also has more flexibility to decentralize certain responsibilities involving outgoing correspondence to the individual action offices preparing the correspondence. When planning the distribution service for an agency, ensure that incoming and outgoing correspondence and mail flow smoothly, with a minimum of processing steps.

*a.* Organize available personnel and facilities.

*b.* Assign responsibility for operations which includes a minimum of readings, delays, and handling points.

*c.* Designate mail distribution clerks and messengers. Personnel selected for mail and distribution handling must possess the qualifications indicated in DOD 4525.8-M and paragraph 1-10 below. Personnel must possess a secret clearance per AR 380-5.

*d.* Train mail distribution clerks and messengers.

#### **1-10. Employee qualifications**

Mail center employees must—

*a.* Possess a high degree of honesty and be trustworthy.

*b.* Never been convicted of crimes involving theft.

*c.* Not have been previously removed for cause from work in a postal, mail, or other communications activity.

*d.* Not have a physical restriction prohibiting duty involving prolonged standing, walking, or lifting weights up to and including the maximum weight of a mail piece.

*e.* Possess a valid civilian driver's license when duties may require driving.

*f.* Have an interim Secret clearance or be eligible for a Secret clearance based on a favorable Entrance National Agency Check or National Agency Check on file. This requirement does not apply to Foreign National employees overseas when their duties do NOT include processing of Official Register Mail.

*g.* Individuals whose duties require opening or handling of mail which may contain classified material must have a valid Secret or Interim Secret clearance prior to performing those duties, per AR 380-5.

### **1-11. Recordkeeping requirements of this regulation**

This regulation requires the creation, maintenance, and use of Official Mail Cost, Postal Personnel Designation, and Postal Activity Inspection and Audit keep files. This regulation does not require the creation of any transfer files. The DA Form 7224 (Semi-annual Positive Accountability Postage Administrative System), DA Form 7224-1 (Advance Deposit Trust Account (ADTA) Worksheet), and DA Form 7224-2 (Private Carrier Service Worksheet) will be kept in the current files area until they are 2 years old, and then destroyed, per AR 25-400-2.

## **Chapter 2 Official Mail**

### **Section I**

#### **Use of Official Mail Resources**

##### **2-1. Official mail attributes**

U.S. Army official mail is—

- a.* Paid by appropriated funds.
- b.* Authorized only for business pertaining solely to the U.S. Federal Government.
- c.* Used per the Private Express Statutes to transfer information by—
  - (1) The USPS when the postage and fees are prepaid.
  - (2) Private carriers when—
    - (a)* The postage and fees are prepaid.
    - (b)* The postage and fees are billed.

##### **2-2. Personal mail**

Personal mail is any correspondence that does not pertain solely to the business of the U.S. Government. Mail is considered personal when the address contains an individual name but does not have a job title or is not in the attention line. Personal mail may be delivered through the OMDC as an exception if it meets the criteria of paragraph 2-41b(4).

##### **2-3. Military post offices**

Official mail moves within the Postal Operations Network under the provisions of DODI 4525.08 and AR 600-8-3.

##### **2-4. Private Express Statutes**

- a.* The U.S. Army will comply with all provisions of the Private Express Statutes.
- b.* The USPS will be used for all U.S. Army—
  - (1) First-class official mail as defined by the DMM.
  - (2) Non-first-class official mail when rates are less than or equal to private carrier rates.
- c.* Private carriers may be used for all U.S. Army first-class official mail when—
  - (1) Appropriate USPS postage is affixed.
  - (2) A written agreement exists between the Army or the carrier, and the USPS.
  - (3) There is no charge by the carrier.
  - (4) The delivery time of the private carrier is shorter than the delivery time of the USPS.
- d.* Private carriers will be used when their non-first-class rates are less than USPS rates.
- e.* Control of Army official mail may be transferred to an individual or organization who is not the addressee, the addressee's agent, or Army/DOD personnel when the official mail —
  - (1) Is en route to or from the USPS.
  - (2) Does not leave the military/DOD installation.

(3) Has USPS postage paid and affixed, if the individual is delivering the mail in lieu of using the USPS and the mail is addressed to a location not on the same military/DOD installation.

## **2-5. Search and seizure**

USPS inspection, search procedures, and postal laws apply to official mail only while it is mail. Supervisory personnel will ensure that OMM authority to search official mail is not abused by employees opening official mail out of curiosity and individual's privacy rights are not violated. Official mail may be searched or seized by OMMs—

- a. Before outgoing official mail items—
  - (1) Are postmarked by a postage meter.
  - (2) Bearing postage stamps or permit imprints are placed in a USPS mailbox or placed under control of USPS, or their representative, whichever occurs first.
- b. After control of incoming official mail items passes from USPS, other private express carriers, or their representative to representatives of the addressee.

## **2-6. Penalties for non-compliance**

Violation of the Private Express Statutes may subject the offender to administrative sanctions, action under the Uniform Code of Military Justice (UCMJ), or penalties under other Federal law.

## **2-7. Penalty for private use**

The personal use of any official envelope, label, or endorsement authorized by law, in order to avoid the payment of postage, may subject the offender to administrative sanctions, action under the UCMJ, or penalties under other Federal law. Penalties for private use are in 18 USC.

## **2-8. Accounting for Army official mail funds**

Official mail funds will be accounted for per Army resource management regulations, policies, and procedures. Postage stamps are negotiable instruments and will be accounted for as such. All installation or equivalent OMMs will coordinate all official mail and distribution matters with the installation or equivalent DRM. As a minimum, ADTA, Centralized Automated Processing System (CAPS), and meter balances will be inspected at the end of the fiscal year to ensure that funds remaining do not exceed 45 days estimated usage. Trust accounts will not be routinely used to replenish postage meters. The Automated Military Postal System (AMPS) should be used whenever possible.

## **2-9. DA Form 7224, DA Form 7224-1, and DA Form 7224-2**

- a. Information on official mail expenditures will be maintained by—
  - (1) The installation for all expenditures.
  - (2) The ACOM, ASCC, and DRU for all ACOM, ASCC, and DRUs operating OMDCs that apply postage for expenditures.
  - (3) The Army OMM, based on information provided by all ACOM, ASCC, and DRU headquarters that operate OMDC which apply postage.
- b. Information on official mail expenditures for USPS and private carrier services will be provided semi-annually—
  - (1) To the ACOM, ASCC, or DRU OMM by the ACOM, ASCC, or DRU OMDCs responsible for the application of postage to official mail per the following schedule:
    - (a) For the first and second quarter, not later than 15 April.
    - (b) For the third and fourth quarter, not later than 15 October.
  - (2) ACOM, ASCC, and DRU headquarters who operate an OMDC that applies postage will submit a consolidated report, as appropriate, to the Army OMM in accordance with the following schedule:
    - (a) For the First and Second Quarter, not later than 1 May.
    - (b) For the Third and Fourth Quarter, not later than 30 November.
    - (c) The Army consolidated report will be sent by the Army OMM to the DOD OMM, in accordance with the following schedule:
      1. For the first and second quarter, not later than 31 May.
      2. For the third and fourth quarter, not later than 30 November.
- c. The OMM will report official mail expenditures for USPS and private carrier services per DODI 4525.08. DA Form 7224 (Semi-Annual Positive Accountability Postage Administrative System) will be used for this purpose. This information will be based upon reporting data provided by the ACOM, ASCC, and DRU OMMs.
- d. DA Form 7224-1 (Advance Deposit Trust Account (ADTA) Worksheet), may be used for tracking ADTA deposits and withdrawals. Locally developed automated methods may be used in lieu of DA Form 7224-1 provided they provide the same or greater tracking capability. This information will be maintained at all Army OMDCs. It will be used to reconcile ADTA purchases and balances with the USPS and the local finance and accounting office.
- e. Information on official mail expenditures for services provided by private carriers, in compliance with the Private Express Statutes, will be maintained at all Army OMDCs on DA Form 7224-2 (Private Carrier Service Worksheet).

Locally developed automated methods may be used in lieu of DA Form 7224–2 provided they provide the same or greater tracking capability.

f. AMPS system administered by the MPSA may be used in lieu of (where available) a hard copy DA Form 7224 for reporting expenditures according to the schedule listed in paragraph 2–9b(1) and electronic records keeping purposes.

## **Section II**

### **Mail Preparation**

#### **2–10. Mail entry and labeling requirements**

All official mail entering the USPS postal system will be prepared according to instructions provided in the USPS Publication 25, the DMM, and the USPS International Mail Manual (IMM) as appropriate. Contact the OMM if additional guidance is needed. All official mail entering private carrier systems will comply with instructions issued by the private carrier. If additional guidance is needed, contact the OMM. Labels may be used for addressing mail.

#### **2–11. Envelopes**

a. *Conservation.* Use the smallest envelope possible. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise; for example, certificates, officer evaluation reports, and other items that may not be folded. OMDC personnel should report all misuse of envelopes to their supervisor.

b. *Envelope size.* Do not use envelopes, to include cards or self-mailers, that are less than 5 inches in length or 3 1/2 inches in width (height) or 0.007 inches thick.

c. *Intra-installation mail.* Do not use stamped envelopes for sending or mailing correspondence to an organization located within the same building or installation.

d. *Inter-installation mail.* Do not use printed, stamped, or metered envelopes to mail or remail correspondence from one installation to another when the correspondence is carried by a DOD employee or contract carrier unless required by the Private Express Statutes. Use U.S. Government Messenger Envelopes or similar items.

(1) Non-DOD personnel may carry Army non-first-class official mail from one installation to another that does not meet the definition of a letter as specified in the Private Express Statutes.

(2) Any first-class official mail carried by non-DOD personnel from one installation to another must have the appropriate USPS postage affixed.

e. *Use of officially stamped envelopes or metered mail.* The use of official envelopes or official mail funds (39 USC 3204) is restricted to Army personnel (DOD civilian and active duty military, and Government contractors, when specified in the contract) for official mail. They are to be used only to conduct business related to the mission of the Army or to the agency cited in the return address. The personal use of official indicia envelopes or metered mail is prohibited, except as indicated below. Offenders are subject to administrative sanctions, action under the UCMJ, or penalties under other Federal law.

(1) Mail marked “EXCLUSIVE FOR” per AR 25–50 will be delivered to the addressee unopened unless opening by mail center personnel is dictated by security conditions as part of the mail screening process. Communications within these envelopes will not be read by mail center personnel.

(2) For correspondence or mail containing information covered by the Privacy Act, mark the envelopes to preclude them from being opened by anyone other than the addressee or his or her designated representative, unless security provisions dictate opening of this mail by mail center personnel as part of the mail screening process. Communications within these envelopes will not be read by mail center personnel.

(3) Mark envelopes per the provisions of AR 25–55.

(4) Individual Government paychecks and bonds.

f. *Dispatch of personal correspondence or mail.* The use of official distribution systems for dispatching personal correspondence or mail is prohibited except for certain U.S. citizens overseas (see paras 2–20, 2–21, 2–22, and chap 4).

g. *Sealing correspondence.* Correspondence is subject to inspection by the installation OMM. Correspondence that has been inspected will be resealed by the OMM. Exceptions are correspondence protected by the Freedom of Information Act (FOIA), Privacy Act, or “EXCLUSIVE FOR” information, or classified material prepared for mailing per AR 380–5, unless mail screening security procedures dictate opening of this category of mail for the purpose of detection of hazardous materials.

h. *Freedom of Information Act requests.* All FOIA requests will be marked on both sides on both letter and envelope per AR 25–55.

#### **2–12. Addresses**

Addresses will be typed.

a. *Format.*

(1) The proper method of addressing mail and envelopes for dispatch through USPS mail channels is shown in figure 2–1.

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SALES DEPARTMENT MANAGER  
ABC ELECTRONICS  
123 N OAK STREET  
PARIS, IL 61944-1230

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CHIEF OF CHAPLAINS  
2700 ARMY PENTAGON  
WASHINGTON DC 20310-2700

---

MR THOMAS CLARK  
117 RUSSEL DRIVE  
LONDON WIP6HQ  
ENGLAND

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MS C. P. APPLE  
APARTADO 3068  
46807 PUERTO VALLARTA, JALISCO  
MEXICO

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**Figure 2-1. Addressing format**

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(2) “Consolidated mail” or “CM” will be placed immediately below the return address on consolidated mailings. These containers are to be opened and sorted in the receiving OMDC. First-class mail containing classified information per AR 380-5 will be marked “POSTMASTER: RETURN SERVICE REQUESTED” on the front of the envelope in the lower left corner, stamped in black ink approximately ¼ inch in size or larger than typed text.

(3) When directed by the overseas command responsible for postal operations, OCONUS units will utilize the unit number assigned to them by the servicing OMDC. OCONUS Postal Command authority are required to maintain a master list of all units serviced in their respective OCONUS theaters. Unit numbers and Zone Improvement Plan (ZIP)+4 will be entered into AMPS of all units serviced by the OCONUS OMDC. This does not apply to the continental United States (CONUS)-based units.

*b. Office symbols.* Use office symbols of addressees to ensure proper distribution of mail. When it is necessary to send attention line correspondence to an individual, the sender will ensure that—

- (1) The individual is present to accept.
- (2) The action is exclusive for the individual.
- (3) There is no short deadline or suspense to be met.

*c. Return address.* Place the complete return address in the upper left corner of all labels and envelopes. The return address will be prepared per the DMM and DOD 4525.8-M. The statement “Penalty for Private Use \$300” will not be used by DA. Proper format is shown in figure 2-2.

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US ARMY INSTALLATION MANAGEMENT COMMAND  
2405 GUN SHED ROAD  
FORT SAM HOUSTON, TX 78234-1223

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**OFFICIAL BUSINESS**

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**Figure 2-2. Return address format**

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## **2-13. Zone Improvement Plan codes**

*a. The Zone Improvement Plan+4 code.* The ZIP+4 code is the standard ZIP code format for the Army. Its use, when the USPS has assigned one, is mandatory in both return and delivery addresses. When the ZIP+4 code has not been assigned, use of the 5-digit ZIP code is mandatory.

*b. Foreign postal codes.* Mail destined for foreign countries not addressed to MPOs will have the destination—

(1) Country code and city placed on the next to the last line of the address as shown in the IMM. Obtain foreign postal codes from the local USPS.

(2) Country spelled out on the last line of the address.

(3) USA will be indicated as the last line of the return address. Undeliverable foreign mail cannot be returned unless the country of origin is stated in the return address.

(4) Mail addressed to an Army Post Office (APO)/Fleet Post Office (FPO) is not considered international mail and will not have the city or country name placed in the address.

## **2-14. Packaging**

All official mail matter entering the USPS system will be packaged and presorted per the requirements of the DMM. Consult the local USPS account representative or APO for further advice, if required.

*a.* Correspondence too bulky to be placed in envelopes will be put in adequate containers and properly wrapped and sealed to avoid damage and ensure delivery.

*b.* All official mail packages will be closed and reinforced prior to release to the USPS or a private carrier.

*c.* Consult AR 380-5 for packaging classified mail.

## **2-15. Consolidated mail**

Consolidate and forward correspondence addressed to a single addressee or installation in one envelope or container, where possible.

*a. Containers.*

(1) The proper selection of the container is critical to the success of consolidated mailings. See the DMM for tips on package preparation. The container must—

(a) Be inexpensive, lightweight, yet strong enough to protect its contents in transit.

(b) Fit closely around the contents to minimize their movement.

(2) USPS-owned pouches will not be used as a container for consolidated mailings; however, USPS provided Priority envelopes and boxes may be used and are cost effective.

*b. Preparation.*

(1) Individual consolidated mail shipment will be packaged as required by the DMM for the appropriate class of mail and applicable postal services.

(2) First-class mail should be consolidated in a separate container from non-first-class mail. However, non-first-class mail may be combined with first-class mail only when cost effective, and the postage is paid at the first-class rate.

(3) Large paper envelopes or cartons may have the address and postage placed on the container or on an address label.

## **2-16. Drop-shipment**

*a.* Drop-shipments require the mailer to—

(1) Enter the items into the USPS at the delivering post office.

(2) Provide the transportation to the delivering post office.

(3) Pay for the transportation to the delivering post office.

(4) Apply local zone postage.

*b.* Items may be drop-shipped to USPS facilities in the appropriate MPO gateway cities (New York, Miami, San Francisco) but will not be drop-shipped directly to postal facilities operated by the military.

## **2-17. Presorting to Zone Improvement Plan code sequence**

First-class mailings meeting the minimum quantity of identical pieces will be presorted in ZIP code sequence. Contact local postmasters or USPS account representatives for guidance on the proper method of packaging and sacking mailings in ZIP code sequence. Postmasters will furnish, on request, current information on ZIP codes and the services available at local post offices.

## **2-18. Mailing lists**

*a.* All Army organizations responsible for mailing lists will review and update those lists annually to eliminate

improper addresses, duplicate addresses, and the names of those addressees no longer desiring to receive materials. Where possible, Army organizations will consolidate mailings to a single addressee to save postage and other costs.

*b.* The mailing list will be limited to the minimum consistent with the needs and best interests of the command.

### **Section III**

#### **Postage**

#### **2-19. Controls and safeguards**

This section sets forth the policies for controlling and safeguarding appropriated fund postage.

*a.* Safeguarding appropriated fund postage from unauthorized use is the responsibility of all official mail services users.

*b.* Controlling official mail funds is a joint effort between the installation DRM and the installation OMM. Official mail meters and ADTAs will carry only the minimum required balances for one fiscal quarter's usage plus a 45-day carryover. OMMs will inform the installation DRM of funding requirements for official mail.

#### **2-20. Authorized use of appropriated fund postage**

Appropriated fund postage may be used—

*a.* Only for mailings pertaining to Federal matters. Such matters may include official correspondence between activities, Army records, instructional material from Army schools, and Army school correspondence course answer sheets when a preprinted courtesy reply envelope has been provided.

*b.* By an activity or activity commander for sending invitations to official Army social functions held on behalf of the Army or sponsored in the name of the Army. The official status of the function will be clearly stated in the invitation as pertaining exclusively to the business of the U.S. Government. For example, an installation commander is authorized to use appropriated fund postage to invite community officials to an installation open house.

*c.* By the ARNG only for mailings pertaining to Federal Government matters.

*d.* By retired members of a DOD Component for mail that is clearly Government business, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

*e.* Official announcements of retirement, promotion, award, and change-of-command ceremonies may be mailed using appropriated fund postage. The location and time of a directly related reception may be noted if it does not result in any increased cost to the Government. Announcements will not contain any advertisements, endorsements of products or businesses, or revenue-producing functions.

*f.* For mailing change of address cards only when the change of address results from carrying out written military orders. A copy of the orders must be presented with the cards.

*g.* For mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

*h.* By contractors and vendors. All applications, contracts, or purchase requests for contractor use of appropriated fund postage require the approval of the installation, activity, or other local Army OMM.

(1) Vendors must prepay postage and fees.

(2) Use of all penalty indicia is prohibited.

(3) Contracts or purchase orders requiring the Army to pay the postage and fees will require the use of mail classes and special postal services that will be at the lowest possible cost consistent with the required delivery date, security, accountability, and USPS requirements.

(4) Envelopes and labels used by a contractor will bear the preprinted return address of the furnishing Army activity and not that of a private person, concern, organization, or contractor.

(5) When authorized, the appropriate type of special service will be preprinted on the envelope or label in the manner required by the USPS. Contractors will not add their own markings for these services.

(6) A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the funding ACOM, ASCC, or DRU OMM. Applications will be submitted per the DMM for prepaid postage.

(7) Postage meters may be used when approved by the funding OMM.

(8) When the use of a permit or postage meter is not practical, contractors will prepay the postage and fees and be reimbursed by including such costs as separate items on the invoice.

*i.* To send DA publications when—

(1) Distribution is mandated by Army regulation or directive.

(2) Individual copies are sent to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

(3) Copies to subordinate units for distribution to the units' members are sent in bulk. Other, less expensive transportation methods will be used if they can provide the same or faster delivery time than mail.

(4) A copy is sent to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request will be kept on file in the respondent's office as long as the publication continues to be mailed in response to that request. The mailing list will be limited to the minimum consistent with the needs and best interests of the command and will not duplicate the initial distribution list.

(5) Copies are sent to other Government agencies and libraries, hospitals, or schools to promote the overall Command Public Affairs Program.

(6) Copies of state ARNG and U.S. Army Reserve command-level periodicals containing no advertising are sent to the home address of individual members. These copies will be mailed Standard Mail rate or appropriate Periodicals rate. The mailing of lower command-level periodicals is not authorized.

*j.* To mail commercial enterprise newspapers only per paragraphs *i* (1) and *i* (2) above and as bulk shipments to deployed units when that is the most cost-effective way to ship them. Postage on such shipments must be applied by the Army activity, not the commercial enterprise publisher.

*k.* By nonappropriated fund instrumentalities, including the exchange services and the *Stars and Stripes*, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense of a similar commercial business, such as financial reports, personnel management, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage will not be used for the preparation and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DOD Component as this is not a normal business expense.

*l.* When commanders, with advice from the local staff judge advocate general and the OMM, make the final determination to use appropriated fund postage to discharge their morale, welfare, and recreation (MWR) mission per AR 215-1. Commanders may not include revenue-producing information in such mailings. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet will neither contain information on revenue-producing items or events nor violate other parts of this regulation. A revenue producing item or event is one where the recipient or participant pays for all or part of the cost of the service or goods received. The category of the organization providing the goods or service is immaterial.

*m.* By prisoners in a nonpay status for personal mail.

*n.* By Army Junior and Senior Reserve Officers' Training Corps (ROTC) activities only on mailings that are the exclusive business of the U.S. Government. The return addresses must be those of the professors of military science of U.S. Army ROTC detachments. For permit mailings, the return address must be authorized per permit restrictions and may be the university or college address when use of that permit is formally agreed upon.

*o.* Items associated with command sponsored tax-filing programs established under 10 USC 1044.

*p.* Information that would otherwise be unofficial may be included in official command publications such as daily, weekly, housing, and family support group-type bulletins/newsletters when the local commander determines its dissemination will contribute to morale or esprit de corps. Such information may be included only if it is not otherwise prohibited by this regulation, it does not exceed 20 percent of the printed space used for the official information, there will be no increase in cost to the Government, and it does not include personal wanted/for sale advertisements.

*q.* Due to consolidation and regionalization of personnel offices and other functions, the following and similar items may be mailed using appropriated fund postage:

(1) Military/civilian retirement packages.

(2) Items sent to various enlisted promotion boards and officer selection boards after the command sent the initial package.

(3) Individual requests for microfiche copies of military and civilian personnel files.

(4) Changes to individual's Thrift Savings Plan account and Government-sponsored life/health insurance policy.

(5) Request by military personnel that they be added to the housing list at their next duty station.

(6) Paperwork relating to do-it-yourself moves and personal property damage claims resulting from permanent change of station moves.

*r.* To pay for the official mail carried by private carrier.

## **2-21. Unauthorized use of appropriated fund postage**

Do not use appropriated fund postage on—

*a.* Mail that is not exclusively U.S. Government business.

*b.* Nonmailable items, per USPS DMM restrictions and IMM restrictions for items being sent to international mail including items that are undersized and oversized, overweight, or otherwise do not meet the shape/size requirements of USPS. Obtain information about items that are not mailable from the local post office.

*c.* Nonappropriated fund instrumentalities or their functions except as specified in paragraph 2-20k.

*d.* Postcards, unless the cards are DOD or DA-approved forms or those USPS forms designated in paragraph 2-20f.

*e.* Information sent by DOD components about nonmandatory events. Use the installation OMDC, the installation bulletin or newspaper, or other methods to distribute this type of information.

*f.* Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position. For example, Christmas parties and receptions hosted by senior commanders are not official business. Appropriated fund postage will not be used to mail invitations to these functions.

*g.* Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility or chain-of-command. For example, congratulatory letters to people selected for advanced schooling or promotions, and letters of condolence are authorized.

*h.* Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates.

*i.* Correspondence from international commands such as North Atlantic Treaty Organization (NATO) official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent is responsible for procuring it and monitoring its use.

*j.* Correspondence of foreign military personnel. Foreign military personnel who are required by regulations of their own government to file reports or otherwise correspond with their embassy or government will do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.

*k.* Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DOD mail.

*l.* Anything mailed by concessionaires or their employees. This does not preclude use authorized by this chapter.

*m.* Fund drives or other types of charity drives not officially endorsed by DOD or the Army. BRM will not be used on officially endorsed drives.

*n.* Unofficial biographies and unit histories.

*o.* Dependent school yearbooks and other unofficial items such as announcement cards, thank-you cards, memory albums, and biographies.

*p.* Announcements and attendance responses related to Army branch anniversary parties and similar events.

*q.* Mailings by or for private associations, such as technical and professional organizations, unit associations, Association of the United States Army, Spouses' clubs, Boy or Girl Scouts, and so on.

*r.* Mailing matter donated by individuals for donation to other individuals or charitable organizations.

*s.* Social events related to the reassignment or resignation of individuals not in command positions.

*t.* Response to invitation items. The rate of return on these items is too low to justify the expense of pre-paying the postage on each item.

*u.* Mailing costs associated with payment of Government travel credit card billings. Travelers are automatically reimbursed for these costs in the part of the per diem that covers incidental expenses.

*v.* All similar matters that do not relate exclusively to the business of the U.S. Government.

## **2-22. Reporting misuse of appropriated fund postage**

*a.* Report unauthorized use of appropriated fund postage to—

(1) The commander and resource manager.

(2) The OMM and the resource manager of the next higher organization.

(3) The commanding officer or supervisor of the suspected individual(s) involved for appropriate investigation.

*b.* The commander will review the unauthorized use of appropriated fund postage to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action will be taken to obtain reimbursement when appropriate.

## **2-23. Nonprofit and subsidized rates**

Per DOD 4525.8-M, the DA is not authorized to send mail at nonprofit or subsidized rates (that is, special bulk Standard rates, Library rates, and the following Periodicals rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation, and limited circulation science of agriculture).

## **2-24. Computation of postage and fees**

*a.* Postage and fees for domestic mail will be computed according to the DMM and changes announced in the USPS Postal Bulletin. USPS Poster 123-L and 123-S (Postage Rates and Fees) provides the information in convenient, easy-to-use form. USPS Poster 123-L or 123-S must be used with the USPS Postal Zone Chart for the post office where the item will be mailed.

*b.* Postage and fees for international mail will be computed according to the IMM and changes announced in the USPS Postal Bulletin.

*c.* Properly programmed electronic scales may be used to meet the requirements of subparagraphs *a* and *b* above.

*d.* Items mailed from one MPO to another MPO that does not enter the USPS network within the United States, its territories, or possessions may be sent without payment of postage and fees. "DOD Official Intratheater Mail" or "DODIM" will be typewritten, rubber stamped, or mechanically printed in the area where the postage and fees for special services normally would be placed on U.S. mail. It can be used on all classes of mail. It will be treated and processed within the Military Postal Service (MPS) as if postage and fees had been paid. Claims may be made and will be processed in accordance with normal procedures up to the point of making payment. Payments will not be made for lost or damaged items or refunds of postage. Claimants will be told whether the item was signed out by the delivering MPO and who signed for it. In the case of registered mail, claimants will be told where and when it was last signed for. Additional guidance can be found in DOD 4525.6–M.

## **2–25. Obtaining commercial postage**

*a. Penalty mail.* The Army is not authorized to use the USPS penalty mail system. All Army official mail postage must be paid at the time of mailing with the exception of Intratheater Delivery Service and Postage Due Penalty Mail when authorized. The Army is only authorized to use regular postage stamps, commercial meters, personal computer (PC) postage, or other means available to private sector mailers.

*b. Postage Due Penalty Mail.* When DOD activities are engaged in hostile operations or operating under arduous conditions, Postage Due Penalty Mail is authorized for use to send official mail through USPS when postage is not available. The postage is collected from the addressee.

(1) Postage Due Penalty Mail will be prepared per the DMM.

(2) Postage Due Penalty Mail WILL NOT BE USED to notify next of kin of casualties, to send items to addressees outside the DOD, or to international mail addresses.

(3) DOD addressees will pay the postage due when the item is delivered. Only postage stamps, postage meter strips, or cash are acceptable.

(4) Notification to the DOD OMM is required by the CCDR per DOD 4525.8–M.

(5) Use of Postage Due Penalty Mail is restricted to periods of 120 days.

(6) Postage stamps or postage meters will replace Postage Due Penalty Mail as soon as possible.

*c. Payment.* No USPS service, including those at MPOs (that is, APOs/FPOs), will be provided to Army activities without prepayment of postage. All transactions with the USPS must be—

(1) Paid at the time the service is received.

(2) Accomplished by an approved payment method such as a credit card or electronic funds transfer. A CAPS or commercial meter, remotely set (CMRS) will be used for all transactions possible. CAPs are not available at MPOs.

(3) When authorized by USPS, the GSA Smart Card will be used for all transactions for which CAPS and CMRS cannot be used. CAPS and CMRS is always the preferred method of payment.

(4) Trust accounts at local post offices can only be used when one of the preceding methods cannot be used.

(5) Procedures detailed in DOD 4525.8–M will be followed for procurement of postage using a Standard Form 1034 (Public Voucher for Purchases and Services other than Personal).

(6) Agreed to, and in concert with, the established policies and procedures of the USPS and the local finance and accounting office.

*d. Penalty stamps and envelopes.* The USPS will no longer allow Army activities to purchase penalty mail stamps or preprinted penalty envelopes.

*e. Postage due mail.* All postage due mail, except Address Correction Charges, will be returned to sender at sender's expense. Do not refuse Postage Due Penalty Mail originating in a hostile environment.

*f. Express mail.* Express mail items may be paid by either stamps, meter strips, or through an Express Mail Corporate Account.

## **2–26. Postage stamps, personal computer postage, prestamped envelopes, and ePost**

USPS postage stamps can be purchased at local post offices. Advance notice may be needed if large amounts of stamps will be purchased at any given time. An ADTA cannot be used for stamps. Commercial postage stamps will be used on official mail that cannot be sent under a permit or cannot be metered.

*a. Use.* Postage stamps, PC postage, prestamped envelopes, and ePost (where available) may be used by all Army mailers including—

(1) Small volume Army mailers where the use of postage meters is not cost effective. See the DMM for guidance on PC Postage.

(2) Activities without a backup metering system. This supply of stamps should not exceed an average 10-day usage and should be used to supplement metering operations.

- (3) Overseas commands and deployable units may—
- (a) Maintain 60-day stock of postage stamps for use when deployed to areas without meters. Stock will be centralized and closely controlled by the activity OMM.
  - (b) Have hand stamps made for use only in a hostile environment. The stamp mark will be placed in the upper right-hand corner of the mailed item. Figure 2–3 shows what will appear on the hand stamp.

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Hand stamp

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Armed Forces  
Postage Due Mail  
Collect Postage From  
Addressee Per DMM 137.5  
DO NOT RETURN TO SENDER  
**FOR POSTAGE DUE**

Figure 2–3. Sample hand stamp

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*b. Ordering.* Only small volume mailers, deployable units, and activities without a backup metering system are authorized to order postage stamps directly from USPS or MPOs. The activity OMM verifies quantities received.

*c. Security measures.* All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps, PC Postage, and prestamped envelopes. Postage stamps and prestamped envelopes will be secured in locked containers (safes, file cabinets, desk drawers, and so on) or a locked room. Activities may establish additional local controls.

*d. ePost.* The USPS is developing a number of different electronic mail services under the ePost Program. Use these services whenever volume allows and they are the most cost effective means to obtain the services needed.

## 2–27. Postage meters

*a. Metered mail.* Metered postage will be used to the maximum extent possible on mail that cannot be sent under a permit. Only CMRS will be leased by Army activities. Proper planning should alleviate the need to load meters more than once a quarter. Meters will not be loaded with more than one quarter’s postage requirement plus a 30-day carry-over.

*b. Logos and slogans.*

- (1) Logos and slogans on advertising plates that conform with the DMM are authorized.
- (2) Borders, markings, slogans, or designs will not be printed on mailing envelopes except when approved by GSA, through command channels, and in conformance with postal regulations. An exception has been granted for slogans promoting U.S. Savings Bonds.
- (3) When authorized, place and print in a manner that does not interfere with automated mail processing.

*c. Required licenses.* Postage meter agreements are required and obtained before use of postage evidencing systems. A meter lease or rental agreement with an authorized provider is required for postage meter use.

(1) Implementation of the agreement is typically facilitated by the provider on behalf of USPS. Hardcopy meter license are not printed and sent to the user. USPS keeps the record copy of the postage meter license on-line.

(2) A license is issued by USPS to a new postage meter user when the new meter is ordered. Normally the provider extracts the operator information needed by USPS from the purchase order. No other action is required on the part of the user.

(3) The meter user must provide updated address information to the provider in the event of meter relocation.

(4) Postage meter manufacturers must conduct inspection of certain meters on a scheduled basis. The user will make the meter available for provider inspection or USPS examination when required.

*d. Setting and payments.*

- (1) Meters will be placed in and out of service per the DMM and providers’ instructions.
- (2) Follow the procedures in DOD 4525.8–M for setting postage meters.
- (3) The above procedures apply only to USPS postage. Meter setting charges for private carrier services are the responsibility of the metering installation.

*e. Validation of meter readings.* A daily record of meter register readings will be maintained for each meter. Most metering systems record these readings electronically and these system-generated printed records may be used for this

purpose. If metering systems in use do not perform this function, use a manual system or computer generated spreadsheet.

(1) When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day these two registers will be added together. If their sum is not the same as the control number, the meter may have malfunctioned. Contact the vendor service representative before the meter is used again.

(2) To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

*f. Spoiled or incorrect meter postage.* Do not throw out spoiled meter strips or stamps. Submit a request for refund to the local USPS Postmaster.

(1) Submit requests for refunds when authorized. The DMM explains the conditions and procedures to be followed.

(2) Immediately report equipment malfunctions causing spoiled meter postage to the manufacturer's representative.

*g. Metered mail preparation.*

(1) The meter imprint acts as a postmark and allows mail to skip the canceling process. The meter operator will ensure the imprint is bright and clear, has the correct date, and fluorescent ink is used.

(2) All addresses must face the same way, and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Place large volumes of metered mail in appropriate sized letter trays or flat containers. Trays and similar items are usually provided free of charge by USPS and will not be used for other purposes.

*h. Equipment operation.*

(1) The OMM and all personnel involved in mail processing will receive detailed instructions from the vendor when new equipment is installed. During initial use, the meter operator or OMM will call the service representative when questions arise.

(2) The meter operator will check each scale for accuracy daily before it is used. This will be accomplished by weighing an object of known weight. Appropriate calibrations will be made before the scale is used.

*i. Equipment failure.*

(1) Immediately report failures of meters, mailing machines, scales, and so on, to the service representative. Display the service representatives' telephone numbers prominently in the vicinity of the equipment.

(2) Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel or authorized vendor repair personnel to tamper with postage meters. Local repairs of postage meters by other than authorized personnel will not be done.

(3) All new equipment is initially covered by a warranty. Maintenance contracts should be used after the warranty expires.

*j. Meter security.*

(1) *Meters.*

(a) Remove the meter and place it in a locked safe, locked file cabinet, or in a separate locked room overnight. Do this any time adequate surveillance cannot be maintained to prevent unauthorized use of the meter. Meters requiring a code or password for operation need not be removed during temporary absences of the operator. Meters that lock in place on mailing machines need not be removed from the mailing machine during non-duty hours as long as the mailing machine is in a secured room.

(b) Immediately report the loss, theft, and recovery of a lost or stolen meter to the local post office, the equipment vendor, and through command and functional channels to the U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122-5408, for forwarding to MPSA. Reports will include the meter make, model, and serial number; the date, location, and details of the loss, theft, or recovery; and a copy of the police report when applicable.

(2) *Meter keys.*

(a) *Operating keys/combinations.* On some models, an operational key is required to unlock the meter and must be used each day the machine is operated. This key will be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator.

(b) *Meter operator absence or change.* Change the meter's combination or obtain meter keys from a meter operator when the meter operator permanently stops being a meter operator or when he or she will be temporarily absent 1 week or longer.

(c) *Duplicate keys/combinations.* The duplicate keys, when provided, and current meter combinations will be stored in a sealed envelope in a locked file cabinet or safe outside of the OMDC. After sealing the envelope, the designated supervisor and the OMM or assistant OMM will sign over each joint of the envelope. Transparent tape will be placed over all signatures and joints so unauthorized opening can be detected. The envelope will be clearly labeled to indicate the contents and the meter to which it belongs. The designated supervisor will obtain a receipt for the sealed envelope from the OMM or appropriate key control custodian.

(d) *Reset keys.* Army OMMs are not authorized to have a copy of the key that opens and resets the meter head. Any activity receiving such keys will immediately give them to the USPS office or MPO responsible for the meter.

*k. Property accountability.* The installation property book holder will account for all postage metering equipment on the property records of the using Army installation or activity. The postage meter itself is leased and cannot be purchased.

*l. Supplies and services.* These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes, and meter leases. Meter tape and ink specifications are found in the DMM.

*m. Emergency disposition of postage stamps, meters, and personal computer postage.*

(1) If conditions permit, follow normal procedures for checking a meter out of service and returning the meter to USPS, the MPO, or the meter manufacturer, as appropriate.

(2) If capture or loss of meters or PC Postage devices is imminent, record make, model, and serial number and destroy them if possible. Report destruction, capture, or loss per paragraph 2–27j(1)(b).

(3) When use of postage stamps is no longer possible, transfer existing inventory to another location for safe keeping or use. Destroy postage stamps when capture is imminent.

## **2–28. Permits**

*a.* ACOM, ASCC, DRU, and installation OMMs will review and analyze requirements for permits and establish commercial permits only as needed.

*b.* The upper right-hand corner of all envelopes is used for permit mailings, which must be in accordance with the DMM. Guidelines for company permits are also contained in the DMM.

*c.* A permit imprint advance deposit account must be established with USPS in order to acquire permit imprints. No minimum amount is needed to open a permit account although sufficient funds must be available to cover the complete mailing.

*d.* The responsible OMM will ensure that the appropriate permit numbers are provided to individuals or organizations involved with permit mailings.

*e.* Before purchasing permits, the OMM will read the appropriate section of the DMM and DOD 4525.8–M for break-even analysis of permit mailings.

*f.* Permit mailings will be used on large volume mailings of items with a uniform size and weight when cost effective. Permit formats and instructions are in the DMM.

*g.* All OMMs using permit mailings must be thoroughly familiar with provisions of the DMM regarding obtaining permit authorizations, applicable fees, postage payment, permit format, presentation for mailing, and so forth. Required permit imprint formats are illustrated in the DMM. “DEPARTMENT OF THE ARMY,” the installation name and location, and the installation permit number will be printed on the mailing material.

*h.* Manifest Mailing System uses a permit and is applicable where large volumes of parcels are mailed. Contact the local USPS commercial account representative for details and refer to the DMM.

*i.* Permit mailings are not authorized at MPOs.

*j.* The following applies to use of permits on periodicals:

(1) Those activities authorized to make permit mailings for periodicals must be thoroughly familiar with and comply with provisions of the DMM.

(2) DA is not authorized to use certain subsidized periodical rates (see para 2–23 above and the DMM).

(3) USPS requires application fees for periodical privileges. Follow procedures in the DMM while the application is pending.

(4) ACOM, ASCC, DRU, and other affected OMMs, in coordination with the installation or appropriate printing control officer, will ensure that the Government Printing Office is provided with the appropriate permit number before printing and distribution contracts are let.

## **2–29. Selection of mail class**

Use table 2–1 as a guide in selecting the correct mail class. The DMM and IMM show the necessary endorsements, mode of transportation, and approximate transit times for each class of mail, and provide specific guidance for types of items that may be mailed under each class of mail.

## **2–30. Selection of special mail services**

The Government Losses in Shipment Act (40 USC 721 to 729) and the Government’s general self-insurance policy prohibit Federal agencies from using registered and insured mail in order to obtain postal indemnity. Claims will not be made against the USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the United States Decision (B–114874, October 13, 1978, 58 Comp. Gen. 14) allows the Government to use registered or numbered insured mail to obtain the “special” services they offer, such as added protection or proof of delivery. Limit the use of special services to when law, DOD, or Army directives require them or when mission essential. Principal officials of DA agencies and ACOMs, ASCCs, and DRUs are authorized to approve the use of these services on an exception basis. This authority may not be delegated lower than installation or equivalent OMM. Return receipts will not be used except as indicated below or when required by law, DOD, or Army directive. The following are Armywide authorized uses:

a. Registered mail may be used for—

- (1) Criminal investigation evidence.
- (2) Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
- (3) One-of-a-kind, irreplaceable, sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$5,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and artwork. OCONUS locations may not use the MPS for weapons shipments in locations where there is ample use of the Defense Transportation System available (for example, Air Mobility Command channel flights between CONUS and OCONUS locations). Military weapons will be transported as protected cargo where possible. In locations where the Defense Transportation System is not available on a frequent or regularly scheduled basis, then registered mail may be used with prior approval in writing from the installation transportation officer.
- (4) Mailable shipments of Government-owned firearms. (Return receipts may be used.)
- (5) Commercial transportation tickets, boarding passes, and Air Mobility Command authorizations when personal delivery or pickup is not possible.
- (6) Classified documents as required by DOD 5200.01 and AR 380-5.
- (7) Environmental samples. (Return receipts may be used.)
- (8) Notification of radiation exposure. (Return receipts may be used.)
- (9) Mailing former evidence to its owner. (Return receipts may be used.)
- (10) Mobilization preassignment orders to international addresses where this service is authorized. (Return receipts may be used.)
- (11) Deceased personnel's personal effects having intrinsic value being sent to next of kin. The value of the items must be declared and the appropriate fee paid. Any indemnity paid will be the property of the next of kin.
- (12) Final notices to individuals about indebtedness to the Army Emergency Relief Fund.
- (13) Other communications and parcels that by law, DOD directive, or DOD Component directive must be registered.
- (14) All actions involving the processing of claims. (Return receipts may be used.)

b. Certified mail may be used for—

- (1) Letters to establishments being declared "off limits."
- (2) Adverse enlisted and officer evaluation reports and other similar actions.
- (3) Controlled test material.
- (4) Instructional material marked "For Faculty Use Only."
- (5) Items requiring shipment by Priority Mail when the certified fee is less than the fee for other services which provide proof of delivery.
- (6) Equal employment opportunity case material mailed to complainants and their representatives. (Return receipts may be used.)
- (7) Reduction-in-force notices sent to civilian employees on authorized absence. (Return receipts may be used.)
- (8) Final decisions of a contracting officer issued under the dispute clause of a Government contract. (Return receipts may be used.)
- (9) Show cause or cure notices issued under the default clause of a Government contract. (Return receipts may be used.)
- (10) Claims and litigation proceedings documents.
- (11) Any other communication for which receipts are essential to create or preserve rights granted to the United States under a Government contract. (Return receipts may be used.)
- (12) Debarment letters. (Return receipts may be used.)
- (13) Delayed entry packets. (Return receipts may be used.)
- (14) Summons and subpoenas. (Return receipts may be used.)
- (15) Adverse personnel actions for military and civilian personnel. (Return receipts may be used.)
- (16) Illegally held identifications cards. (Return receipts may be used.)
- (17) Traffic or driving violations. (Return receipts may be used.)
- (18) Letters of revocation or suspension of installation driving privileges. (Return receipts may be used.)
- (19) Dishonored checks. (Not applicable to nonappropriated fund instrumentalities.) (Return receipts may be used.)
- (20) Classified documents as required by DOD 5200.01 and AR 380-5 (depending on origin and destination).
- (21) Questionnaires to injured persons. (Return receipts may be used.)
- (22) Official U.S. passports required by DOD employees for official travel.
- (23) Legal matters including records of trial for all special and general courts-martial; decisions of the courts of military review; officer elimination cases; all actions involving the processing of claims; and any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings. (Return receipts may be used.)

(24) Other communications and parcels that by law, DOD directive, or DOD Component directive must be certified.  
c. Insured mail with a retail value of \$200 (Postal Service (PS) Form 3813 (Insured Mail Receipt (\$200 and under)—previously referred to as unnumbered insured) is delivered as ordinary mail and will not be used. No exceptions will be granted.

d. Numbered insured (PS Form 3813-P (U.S. Insured Mail)) mail will be used only—

(1) For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter and postage and fees combined is cheaper than any other authorized mode which provides proof of delivery. However, logistical equipment and/or spare parts for equipment listed on the mailing organization's property book (second line destination items) must be shipped through the local installation transportation office.

(2) To return borrowed library and similar items when required by the non-Army lender.

e. Free-admission motion picture video cassettes. OMMs may authorize movement of free-admission motion picture video cassettes by numbered insured mail, return receipt for merchandise mail, or certified mail, whichever is most cost effective. Free-admission cassettes are furnished by the Motion Picture Service, through the U.S. Army Community and Family Support Center, contingent on the Army ensuring security during movement of the items.

## **2-31. Express mail**

a. Use express mail only when it is the most cost-effective way to accomplish a mission within time, security, and accountability constraints, and to meet a mandatory effective date. Express mail should only be used in cases involving loss of life, personal injury, destruction of property, and to prevent the possibility of a judicial ruling against the Army. It will not be used—

(1) To respond to directed actions or requests for information unless it is the only way to meet a short suspense. Express mail may be used if mission criticality requires.

(2) For the purpose of correcting administrative oversights such as late suspense when adequate time existed.

(3) On days before weekends or holidays, unless it is deliverable on those days.

b. HQDA agencies, ACOMs, ASCCs, and DRUs are authorized to approve the use of express mail. This authority may not be delegated lower than installation or equivalent activity OMM. Other authorized overnight carriers should be used when it is more cost effective and does not violate the Private Express Statute.

c. Postage on express mail will be paid by using postage meter imprints, postage stamps, or by placing an Express Mail Corporate Account number in the customer number block on the express mail label. These accounts are only authorized at the user level. ACOM, ASCC, or DRU-wide Express Mail Corporate Accounts are not authorized as they defeat the decentralized budgeting and payment of postage policy.

d. Every piece of incoming express mail will be examined to see if it meets delivery time guarantees. When it does not, the mailer will be notified and provided a copy of the addressee's copy of the express mail label to enable them to request a refund. Local procedures should be established to control refunds.

e. Some post offices do not deliver to the addressee at DOD addresses. When this is true, use another carrier or post office to post office service instead of the more costly post office to addressee service. When using express mail or another authorized commercial overnight carrier, mailers must ensure that all provisions of AR 380-5 have been met, if applicable.

f. Tenant activities will comply with these provisions for use of express mail unless their mailing regulations specify other criteria and they are reimbursing the installation or activity for postage used.

g. Express mail service is not available to and from all MPOs. Contact the local post office for availability information.

## **2-32. Selection of carrier**

a. GSA-approved contract carriers may be used when it is more cost effective and does not violate the Private Express Statutes or security directives.

b. The OMM authorized to approve the use of express mail is also authorized to approve use of commercial overnight carriers for items processed through the OMDC.

## **2-33. International mail**

a. All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.

b. Send parcel post only as surface mail.

c. Use special delivery only for delivery in countries where special delivery is the only reliable means of ensuring prompt delivery.

d. Consult the IMM or local post office for applicable postage, customs tags, and restrictions before preparation for mailing.

e. In all instances, the most cost effective method that satisfies mission requirements will be used for international mailings.

f. Official mailings from APO/FPOs to host country addresses should use host country postage and enter the items

directly into the host country postal system when the purchase of host country postage stamps is feasible and this process is permitted by host country and international agreements. Postage stamp accountability requirements apply.

g. Address format for international mail is shown in the IMM.

## **2-34. Business reply and merchandise return**

a. BRM and MRS will—

(1) Be addressed to a DOD activity. The address and ZIP+4 bar code will be preprinted on the item. Return address will be the same as the addressee.

(2) Be used only when a reply is requested on official business from an activity or individual outside the U.S. Government—

(a) Who is not required by law to reply.

(b) When the receipt of the reply is in the best interests of the U.S. Government.

(3) Not be used to receive responses from DOD activities or personnel except personnel who are retired or reservists who are not assigned to a unit.

b. BRM—

(1) Is charged at the first-class or Priority rate, plus a per-piece accounting fee.

(2) The qualified BRM rate will be used whenever possible (see the DMM for more information).

(3) Will be prepared per the DMM. The card format will be used whenever possible.

(4) Will not be used until USPS assigns permit number.

(5) Will not be used for fund or other types of charity drives officially endorsed by the DOD or any DOD Component.

(6) Will be used only when it is likely to be less expensive than providing pre-metered or pre-stamped postage or when the DMM does not allow use of pre-metered postage.

(7) Calculate the cost of each method of Reply Mail to determine which method is less expensive for a particular mailing. The computation methods shown in DOD 4525.8-M may be used in determining which method to use.

c. MRS—

(1) Is charged at the appropriate first-class, Priority, and package services rate plus a per-piece accounting fee.

(2) Will be prepared per DMM, for prepaid postage.

(3) Will not be used until USPS assigns a permit number.

(4) Will not be used to mail from one active DOD Component to another active DOD Component, including Army.

## **2-35. Other reply mail methods**

Place postage stamps or pre-metered imprints only on items of known requirements. Pre-metered postage or postage stamps will be used—

a. When they are more cost effective than merchandise return or business reply.

b. When the originator is reasonably certain a response will be made.

c. When a reply is sought from an individual or organization which does not normally have access to a U.S. Government official mailroom for affixing postage.

## **2-36. Courtesy reply mail**

a. Courtesy reply mail consists of an envelope, card, or label bearing the correct preprinted delivery address, bar code, and Facing Identification Mark. The individual placing the item in the mail provides the return address and postage.

b. Courtesy reply ensures use of the correct address, increases response ratios, and reduces mail processing times.

## **Section IV**

### **Official Mail and Distribution Center Operations**

## **2-37. Delivery and pickup agreements**

a. Agreements between each installation and the local USPS will be negotiated to ensure official mail pick-up and delivery complies with this regulation, USPS Publications 38 and 38A, and the DMM.

b. All outgoing mail will be centrally dispatched by the installation.

c. All incoming mail will be delivered as addressed.

d. The USPS is required to provide mail service to military installations per the provisions of USPS Publications 38 and 38A.

e. When an agreement with the USPS cannot be reached, installation OMMs will contact the General Manager/Postmaster at the USPS Field Division Office responsible for the installation location. Installation OMMs should attempt to resolve these issues, in writing, through the local USPS Business Service Network.

f. Installation or garrison commanders will not agree to USPS requests to a lesser expensive type of delivery without negotiating for delivery to unaccompanied personnel and/or business addresses.

g. If agreement still cannot be reached, forward the matter through command and functional channels with appropriate documentation to: U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122-5408. The DA OMM will endorse the action and forward it to MPSA for referral to Headquarters, USPS.

## **2-38. Postage due mail addressed to Army activities**

### *a. Payment for postage due mail.*

(1) Payment for postage due mail, other than for mail from a hostile operations area, is not authorized and will not be accepted by Army addressees.

(2) Payment for address correction services is authorized.

### *b. Insufficient postage.*

(1) Mail with insufficient postage will be returned to the sender for additional postage.

(2) Mail addressed to an Army activity and deposited without any postage will be returned to the sender without any attempt to deliver.

## **2-39. Postage Due Penalty Mail originating in hostile environment**

Postage Due Penalty Mail will—

a. Be used only by military units engaged in hostile operations.

b. Be used only per paragraph 1-8 and the DMM.

c. Be paid for by the addressee upon receipt by U.S. Treasury check, stamps, or meter strips.

d. Will not be refused by the addressee.

e. Will not be used to notify next of kin of casualties. Strictly follow established command processing procedures for casualty mail.

## **2-40. Opening official mail**

a. Per DODI 4525.08, items are considered official mail when addressed to an organization or when the address contains an individual's name and duty title or the name is in an attention line.

(1) Upon receipt from the USPS, this mail becomes official matter and is the property of the organization to which it is addressed.

(2) The addressee usually opens this mail, but it may be opened by anyone in the organization unless local policy states otherwise. Individuals must have appropriate security clearances per AR 380-5 for opening any items that could contain classified material.

b. Employees authorized to open such items will only do so when necessary to fulfill assigned duties and responsibilities. Privacy rights of individuals will be protected in accordance with applicable privacy laws and directives.

c. Unsolicited and unwanted Presorted Standard Mail may be disposed of as the organization desires. It need not be returned to the post office for disposition.

## **2-41. Controlled mail processing**

a. Correspondence distribution and controlled mail processing will be performed at the lowest cost without sacrificing efficiency, security, and privacy. Except for containers marked "Sealed Bid," "FOIA request," or "Privacy Act request," time or date stamping is not the responsibility of the OMDC. Correspondence other than classified, bids, FOIA, and Privacy Act will be controlled by the office to which it is addressed.

b. The following applies to the processing of personal or unofficial correspondence and mail:

(1) The receipt of mail that is personal, unofficial, or non mission related is prohibited except as specified below.

(2) The dispatch of personal, unofficial, and non mission related correspondence and mail is prohibited.

(3) When authorized, processing personal, unofficial, and non mission related mail and correspondence will be in accordance with DOD 4525.6-M and AR 600-8-3.

(4) Exceptions—

(a) Students attending a course of instruction of 6 months or less may use official mail channels for receipt only of personal, unofficial, or non mission related mail. Payment of postage and related fees is the responsibility of the sender (para 2-41b(3) applies).

(b) Newly assigned personnel may use official mail channels for the receipt of personal, unofficial, or non mission related mail for not more than 120 days. Commanders or agency heads may extend this 120 days where the individual is not at fault. Payment of postage and related fees is the responsibility of the sender. (Para 2-41b(3) applies.)

(c) All mail bearing an official Federal Government return address will be delivered.

(d) If a remotely located installation does not have a support agreement with the local USPS for receipt, dispatch or

delivery of personal mail, the local commander may request approval to authorize the OMDC to handle the receipt of personal, unofficial, or non mission related mail (para 2-41b(3) applies). Make requests for exception through the chain of command to: U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122-5408.

(e) Appropriated fund postage may be used to send personal mail through USPS delivery channels only per paragraphs 2-20 and 2-21. OMDCs will not consolidate personal mail bearing postage. Postage for personal mail received by OMDCs must be prepaid by the sender.

(f) The OMDC will not accept cash on delivery mail.

(g) OMDCs will not operate or maintain postage stamp vending machines nor sell or offer for sale USPS postage stamps.

c. Use discretion in applying this policy to individuals who regularly deal with the public or officials outside DOD. It is common outside DOD to address official matters to an individual by name and the address may or may not include a job title or attention line. If it is questionable as to whether a particular item is official or personal, it should be delivered to the addressee in order to prevent delay in processing official matters.

## **2-42. Mail requiring special handling**

Certain categories of correspondence require special handling. Protection is the chief concern with this correspondence.

a. *Classified correspondence.* Classified correspondence contains information or material that is owned by, produced for or by, or under the control of the U.S. Government. It requires protection against unauthorized disclosure and will be so designated.

b. *Registered, certified, United States Postal Service express mail, first-class mail, and commercial overnight carriers.* In areas served by USPS, all registered, certified, express mail, first-class mail endorsed "Return Services Requested," and items received from commercial overnight carriers will be treated as if it contains classified information. In areas served by MPOs, only USPS registered mail can be used to send classified items up to secret; however, OMDC personnel in these areas should be watchful for classified correspondence that may have been inadvertently sent by another means. AR 380-5 has specific instructions on how to mail or ship different levels of classified information. DA Form 3964 (Classified Document Accountability Record) should be used for this purpose.

## **2-43. Processing incoming accountable mail**

a. *Accountability.* OMDCs will treat anything they must sign for from the originator or a carrier as an accountable item and obtain a receipt for it.

b. *Protection.* The necessary protection to control classified and accountable documents is best decided by the principal official of the receiving office. Provisions of AR 380-5 take precedence over any provisions of this regulation regarding the processing of classified material. Principal officials of Army elements will take any additional protective measures needed to supplement those prescribed by DOD or Army regulations.

c. *Recording.* OMDCs must record all accountable items as described in paragraph 2-43a above. PS forms designed for that purpose may be used. Automated tracking systems should be used to control accountable mail and other important items whenever cost effective.

d. *Classified material.* Only appropriately cleared personnel will be allowed access to items which may contain classified material.

e. *Outside the continental United States.* In OCONUS locations that have the required equipment and connectivity, OMDC will process incoming barcoded mail using the AMPS Program. OMDCS will scan the article at the time of arrival and time of delivery. OCONUS OMDCs will utilize PS Form 3883 (Firm Delivery Book—Registered, Certified, and Numbered Insured Mail) to deliver all barcoded articles to units and organizations picking up the mail.

## **2-44. Processing outgoing accountable mail**

a. Consolidate outgoing accountable items when possible and cost effective. Items bearing PS Label 200 (Registered Mail), PS Form 3800 (Certified Mail), or PS Form 3813-P may be placed in consolidated containers. Postage and fees are not required on each individual item, only the consolidated container.

(1) The consolidated container must be registered if it contains an item with PS Label 200.

(2) If the consolidated container does not contain an item with a PS Label 200, it must be certified if it contains an item with PS Form 3800.

(3) If the container does not contain an item with a PS Label 200 or PS Form 3800, it must be insured if it contains an item with PS Form 3813-P.

(4) If the container does not have an item with any of the above labels or forms attached, it will be sent as ordinary mail.

b. Consolidated container containing items with PS Label 200, PS Form 3800, or PS Form 3813-P, will also contain PS Form 3854 (Manifold Registry Dispatch Book) or an automated tracking system-generated manifest showing these items. Maintain a duplicate copy of this form in the dispatching OMDC for a period of 2 years.

c. The originating OMDC will use PS Form 3877 (Firm Mailing Book for Accountable Mail) if three or more accountable consolidated containers are mailed at the same time.

**Table 2-1  
Domestic mail classification selection table**

Rule	A If matter is-	B and is mailed-	C then it
1	letter mail and other first-class matter weighing less than 13 ounces (ozs)	within CONUS; to, from, or between MPOs	Will be sent first-class or express mail (see note 1).
2	letter mail and other first-class matter, consolidated mailings, or Joint Uniform Military Pay System pouches weighing more than 13 ozs		will be sent Priority or express mail (see note 1).
3	high priority logistic shipments such as not mission capable supply and anticipated not mission capable supply		may be sent Priority or first-class (see note 8).
4	transportation Priority 1 shipments		may be sent Priority or first-class (see note 2).
5	transportation Priority 2 and 3 shipments		will be sent Standard Mail, Parcel Services or Standard Mail MOM or Parcel Services MOM (see note 3).
6	non-Military Standard Requisitioning and Issue Procedures (MILSTRIP) parcels (for example, unaccompanied baggage, personnel records, reference documents, or equipment for inspection or assistance teams, and so forth)	within CONUS and speed is needed to meet required delivery date	may be sent first-class, if 13 ozs or more; Priority, if over 13 ozs (see note 2).
7	non-MILSTRIP parcels	to, from or between MPOs and speed is needed to meet required delivery date	will be sent first-class, Priority, Standard Mail MOM, or Parcel Services MOM
8	all other non-MILSTRIP matter not covered by rules 6 and 7 above	within CONUS; to, from, or between MPOs	shall be sent Standard Mail or Parcel Services
9	bulk distribution of classified accountable or critical to flying or marine safety; communications systems publications; immediate action regulations or directives; or emergency publications or forms requisitions (see notes 4 and 5)	within CONUS	may be sent first-class or Priority (see note 5).
10	bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms not covered in rule 11	within CONUS; to, from, or between MPOs	will be sent freight, Standard Mail, Standard Mail Bulk Rate, or Media Mail.
11	bulk distribution of classified accountable or critical to flying or marine safety, and communication systems publications	to, from, or between MPOs	may be sent first-class or Priority (see note 5).
12	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent first-class, Priority, or Standard Mail MOM or Parcel Services MOM.

**Table 2-1**  
**Domestic mail classification selection table—Continued**

13	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs	will be sent Periodicals, Standard Mail, or Special Standard Mail (see note 6).
14	single copies of periodicals in rule 13 and sent to individuals or organizations		will be sent Publications Rate or Standard Mail.

Notes:

<sup>1</sup> These items are covered by the Private Express Statutes.

<sup>2</sup> Regardless of class, USPS generally moves mail by surface to addressees within 200 miles of point of origin. Standard Mail postage with "Special Handling" may be less costly than first-class or Priority Mail and provides preferential handling to the extent practical in dispatch and transportation. See the DMM for more information.

<sup>3</sup> Military Ordinary Mail (MOM) service is available only on mail addressed to or sent from an MPO.

<sup>4</sup> Material will be prepared for mailing per DOD 5200.01 and appropriate DOD Component directives.

<sup>5</sup> Principal officials of DOD Components may approve exceptions to use MOM on shipments from CONUS to overseas active duty target audience addressees after determining the material is time sensitive and faster delivery is needed to support an internal information program. First-class and Priority Mail will not be used.

<sup>6</sup> Items must meet eligibility requirements for the third-class or requester publication rates.

## Chapter 3 Distribution Management

### 3-1. Hours of operation and release of correspondence

*a. Hours of operation of the official mail and distribution center.* OMDCs will provide their customers hours of operation, distribution trip schedules, and close-out time for outgoing mail. Overseas commanders will establish operating hours to meet their needs.

*b. Release of correspondence from action offices.* Release outgoing correspondence and items for control early enough to be received and processed by the OMDC before the last daily pickup by the U.S. Post Office.

### 3-2. Distribution of local command publications, directives, and official correspondence

OMDCs distribute local publications and directives as prescribed by the proponent. The OMDC will not reproduce publications or orders for distribution. The installation publications control or administrative officer will furnish all copies of publications to be distributed. Electronic distribution of publications should be done to the maximum extent possible (see AR 25-50 for distribution of multiple addressee correspondence).

### 3-3. Distribution lists and formulas

*a. Distribution lists—*

- (1) Are based on normal, predetermined requirements of a headquarters.
- (2) Do not fit all situations.
- (3) Will be updated as required, but at least annually, and limited to the minimum consistent with the needs and best interests of the headquarters.
- (4) Will only be used on the installation. Mail for addressees at other locations will be properly packaged and addressed per paragraph 2-12.
- (5) Will be furnished to the OMDC and will include the number of copies for each addressee. This also applies to special distribution lists. Use electronic distribution whenever possible. Figure 3-1 is an example of distribution instructions for a directive using the formula method.

*b. Post the distribution formulas at each sorting compartment.*

DISTRIBUTION  
B

SPECIAL DISTRIBUTION:  
2 Chief, Special Supply Agency  
2 Principal Official, Special Project Department  
2 Office of the Comptroller

**Figure 3-1. Sample distribution instructions**

### **3-4. Control and assignment of messengers**

Messenger service is not required for distribution but may be established to facilitate the distribution process. When used, messenger personnel will—

- a.* Be centrally supervised and assigned.
- b.* Deliver messages and correspondence, when practical. Use separate messengers if scheduled delivery of correspondence would significantly delay delivery.
- c.* Not combine delivery of classified and unclassified correspondence during delivery of official mail.
- d.* Keep a continuous receipting system for the control of registered material or classified material requiring receipt.
- e.* If contractor personnel are performing the messenger service, observe restrictions of the Private Express Statutes.

### **3-5. Pickup and delivery schedules**

Commanders and agency principal officials will establish an internal correspondence and mail pickup and delivery schedule. The schedule will provide for—

- a.* Internal pickup and delivery service at set intervals.
- b.* Direct delivery of correspondence to the lowest practicable organizational level.
- c.* Elimination of duplicate or overlapping pickup and delivery schedules.
- d.* Coordination with local OMDC and USPS pickup and delivery schedule.

## **Chapter 4**

### **Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas**

#### **Section I**

#### **Mail Sent Through Department of State Diplomatic Pouch**

##### **4-1. Preparing mail**

*a.* Process all mail, official and personal, classified and unclassified, intended for dispatch overseas by diplomatic pouch per DOD 4525.8-M.

*b.* Diplomatic pouches will not be marked in any way except as diplomatic correspondence. The pouch will not display notice labels or organizational symbols that provide clues to the nature of its contents. Pouches containing classified items will be prepared and documented in the same manner as pouches containing unclassified items; however, they are accompanied by an authorized U.S. Government employee.

*c.* Army activities may use the diplomatic pouch service only if no MPS or international mail service is available. Generally, diplomatic pouches will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support.

*d.* Pouch contents will not be disclosed to any person except U.S. Government employees with the proper classification and a need to know. **UNDER NO CIRCUMSTANCES WILL THEY BE DISCLOSED TO OR DISCUSSED WITH FOREIGN OFFICIALS.**

*e.* There are no limits on pouch size or weight for official items except those imposed by host governments (contact the Diplomatic Pouch and Mail Division (DPM) or diplomatic post for latest information) and the capacity of the mode of transport.

##### **4-2. Official and personal mail**

Official and personal mail that is sent through Department of State (DOS) facilities must comply with the following requirements and restrictions:

*a.* Prohibited is shipment of alcoholic beverages, ammunition, animals or animal products (skins), resale items, bulk supplies of any nature, caustics, controlled substances, corrosives, currency, explosives, firearms, flammable type films, glass containers, incendiary materials, liquids, magnetic materials, narcotics, negotiable instruments, personal professional books and materials, plants, poisons, and radioactive substances.

*b.* No item of mail prepared for shipment in standard diplomatic pouches will exceed 40 pounds, or 62 inches in length and girth combined, or 24 inches at its longest dimension. Items exceeding these dimensions and weight will not fit into standard diplomatic pouches. Coordinate items exceeding the above specifications with the DOS Diplomatic Pouch Branch at (202) 663-1588.

- c.* Articles must be packed in double corrugated wrapping or in a box tied securely.
- d.* Personal mail may not—

- (1) Be registered, certified, or insured.
  - (2) Have cash on delivery charges due.
  - (3) Be intended for delivery to or for use by a third party.
- e. Personal airmail is normally limited to letters.
- f. Personal items exceeding the weight and size limitations above will not be shipped through the diplomatic pouch service.
- g. Personal packages originating in CONUS. Personnel at overseas posts may receive packages from CONUS. However, packages may not be sent to CONUS through DOS channels unless they contain merchandise purchased in the United States that is being returned for exchange or refund, and endorsed accordingly.
- h. For further information on DOS mailing guidance, refer to the DOS 14 FAM 700 series.

#### **4-3. Inspection of contents**

a. DOS reserves the right to examine all items intended for dispatch by pouch. Each addressor or addressee using the diplomatic pouch service automatically agrees to the following types of examination procedures by DOS pouch control officers—

- (1) *Electronic inspection.* All forms of electronic inspection, including X-ray and metal detectors.
  - (2) *Physical inspection.* Mail suspected of containing prohibited items may be opened for inspection by pouch control officers. Unclassified items may be opened without consent of addressor or addressee. Classified items may be opened only in the presence of and with the consent of the addressor or addressee. If consent is refused the item will not be accepted for pouch transmission or it will be returned to the addressor when received in an incoming pouch.
- b. Violators of DOS policies for diplomatic pouch service will be subject to loss of pouch privileges and/or disciplinary action.

#### **4-4. Official mail from diplomatic posts of United States**

- a. All items originating at diplomatic posts will be prepared and presented as required by the diplomatic post.
- b. The originating diplomatic post will pay transportation charges for pouches they transmit. When the diplomatic post charges for the use of the pouch service, the originating DOD Component is responsible for payment.
- c. Items originating at diplomatic posts intended for dispatch into the domestic postal system (USPS and MPS) are turned over to the USPS at the DPM. These items must meet USPS standards and other requirements of this regulation.
  - (1) The originator will apply the appropriate amount of postage at the full, single piece rate. When application of postage of official, unclassified, mailable items is not feasible at the diplomatic post, send the items to the parent DOD Component for application of postage.
  - (2) The various postal discounts for ZIP+4, pre-bar coded, presort, and bulk rates require special documentation and will not be used.
  - (3) USPS special services, such as registered, certified, insured, and so on, are not available for diplomatic pouch mail.
- d. All unclassified, non-mailable items (because of size, weight, or content) will be prepared as required by DOS. Advise the addressee the item is being shipped so arrangements can be made to pick up the item on arrival at the DPM.

#### **4-5. Classified**

Classified items entered into the diplomatic pouch service must be marked “CONFIDENTIAL,” “SECRET,” or “TOP SECRET” plus any other markings required by DOD 5200.01. These are the only classifications recognized by DOS. DOS assumes items not bearing one of those indicators are unclassified. Items marked with any other classification will not be accepted.

- a. The following apply to CONFIDENTIAL and SECRET material:
  - (1) All CONFIDENTIAL and SECRET material must be registered per subparagraph c below.
  - (2) Use the diplomatic pouch service only when an MPO address cannot be used.
  - (3) Prepare the outer wrapper per DOD 5200.01. Address it to: Branch Chief, Diplomatic Pouch and Mail, SA-8, Department of State, Washington, DC 20522-0801.
  - (4) Mark the inner wrapper per DOD 5200.01. Name of Addressee, Title and/or Agency of Addressee, Name of Overseas Mission, Department of State, Washington DC 20551-XXXX. (The plus four to the ZIP will be the code reflected in DOD 4525.8-M.
- b. Send TOP SECRET and cryptographic material through the Defense Courier Service per DODI 5200.33, AR 380-5, AR 380-40, and its own instructions. TOP SECRET material may be sent through the Defense Courier Service to the DOS for delivery by appropriate means.
- c. Any item for which the originator wants a receipt signature from the DPM will be clearly marked REGISTERED and have a registry number. The registry number will be preceded by a designation which identifies it as the registry number; for example, RegNum 123456. Registered material received for forwarding is not assigned a number by the forwarding office; the originator’s registry number is perpetuated throughout the mail system. The registry number will

be typewritten and appear in the lower left corner of the envelope or the address label. When items are sent to the DPM through USPS registered mail, coordinate a registry number with the USPS prior to closing the outer wrapper. Use the USPS registered mail number as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.

## Section II Special Mailing Procedures

### 4-6. United States Postal Service Domestic Mail Manual Restrictions

Refer to the DMM for additional restrictions on mail addressed to overseas MPOs.

### 4-7. Change in official mailing address

Commanders will follow provisions of AR 25-59 for entering information into the Army Addresses and Office Symbols Online database.

### 4-8. Special mailing

Follow instructions listed in table 4-1.

<b>Table 4-1 Special mailing instructions</b>	
<b>Types of mail</b>	<b>Address or handling</b>
<b>Overseas ASCCs All mail:</b>	
Communications on joint matters that are the responsibility of the unified command and that have not been assigned to an executive agent.	To the applicable unified command.
Communications that are not the responsibility of a unified command (that is, informational communications or directives that pertain solely to Army).	Directly to the ASCC.
<b>North Atlantic Treaty Organization (NATO) Commands</b>	
U.S. Mission to NATO (USNATO) (falls under the DOS)	U.S. MISSION TO NATO (USNATO) PSC 81 BOX 200 APO AE 09724
U.S. military delegation	U.S. MILITARY DELEGATION PSC 80 BOX 200 APO AE 09702
Unclassified:	
For the Supreme Headquarters, Allied Powers, Europe (SHAPE).	USNMR (DOCO) UNIT 21420 APO AE 09705
When authority to release information to NATO has been duly granted per AR 380-10, and the proposed recipient is-	
a. Allied Land Component Command Headquarters Heidelberg	ALLIED LAND COMPONENT COMMAND HEAD- QUARTERS HEIDELBERG U.S. DOCUMENT OFFICER Unit 29351 APO AE 09014
b. Other Allied Command Operations organizations subordinate to SHAPE, and SHAPE itself. (Ensure authority to release information to NATO has been granted per AR 380-10)	USNMR (DOCO) UNIT 21420 APO AE 09705
c. An organization subordinate to Supreme Allied Commander, Transformation (SACT), and Allied Command Transformation.	U.S. LIAISON OFFICER SACT OFFICE OF THE CNO NORFOLK, VA 23511-5000
<b>Defense Attaches (All mail):</b>	
Official action correspondence for Army attachés on internal administrative activities.	Directly to the Army attaché.

<b>Table 4-1 Special mailing instructions—Continued</b>	
<b>Types of mail</b>	<b>Address or handling</b>
Official correspondence about Army representational functions.	When not otherwise specified, send to the Army attaché. Send information copies to: HQDA (DAMI-FL) WASHINGTON DC 20310-1040 and the DEP DIR FOR ATTACHE AFFAIRS (DIAAH 10) DEFENSE INTELLIGENCE AGENCY WASHINGTON DC 20340-5043
<b>Security Assistance Organizations (SAO) (classified/pouch mail):</b>	
CONFIDENTIAL material only	Material sent through the DOS must be double wrapped, sent first-class mail, and contain the statement "POSTMASTER, RETURN SERVICES REQUESTED" in the lower left corner of the outer envelope. a. The outer envelope must not contain any indication as to the final addressee. b. The inner envelope must contain the appropriate security classification markings and address.
SECRET material	Mail sent to the DOS pouch system must be double-wrapped and sent by registered mail. a. Outer envelope must not contain any indication as to the final addressee. b. Inner envelope must contain the appropriate security classification markings and the final addressee.
Pouch system/envelopes	When using the DOS pouch system, mark envelopes per DOD 4525.8-M.
<b>Official Mail for Certain People Residing in Foreign Countries (unclassified):</b>	
Extension course material	a. When possible, send through MPS if the recipient has APO/FPO privileges. If not, send through the defense attaché in the country. When sent through defense attachés for transmission to foreign countries through DOS facilities address as shown in DOD 4525.8-M. b. If the addressee is in a country that does not have an APO/FPO, a U.S. service attaché, or a U.S. military mission or group, send to the nearest American Consulate.
Unless prohibited by a status of forces or other agreement, unclassified Army extension course material of Reserve Component personnel in a foreign country.	Through international mail when— a. An APO/FPO is unavailable. b. Postal service cannot be provided through DOS postal facilities (that is, the defense attaché or American Consulate in the country).
When international mail is desired, request in writing, stating that— a. APO/FPO facilities are not available or accessible. b. Exchange mail via DOS channels cannot be arranged. c. Recipient will pay return postage for course material mailed at a foreign post office.	Send with the application for Army correspondence course enrollment.
<b>Military supplies and material exceeding weight and size limits:</b>	
Prohibited in mail.	Through Army transportation facilities to Army attachés, military groups, and military missions. Examples are as follows: a. U.S. visitor clearances. b. Transmission of communications between U.S. and foreign officials. c. The arrangements for— (1) Foreign officials to visit U.S. activities. (2) Foreign nationals to take part in U.S. Army training programs and U.S. Army personnel to participate in foreign training programs. (3) Specialized maintenance of equipment. (4) Other Army programs or activities supported by the Defense Attaché System.

## Chapter 5 Security and Business Recovery

### 5–1. Official Mail and Distribution Center security

- a. Secure the mail center against access by unauthorized persons during non-duty hours.
- b. Limit mail center access to mail center employees and supervisors. All others must be escorted.
- c. Postage stamps will be kept in locked containers when not in use.
- d. Keep postage meters secure when not in use.
- e. Supervisors and OMMs will make random and periodic (at least weekly) checks to determine if the correct amount of postage is being applied, postage is only being placed on official items, and reimbursable sub-accounts are being properly charged.
- f. Place postage on parcels so it overlaps the upper right corner of the address label or tag to prevent theft by “over labeling” the article.
- g. Employees suspected of intentional misuse of appropriated postage or stealing of mail will be removed from mail handling duties until the matter has been investigated by appropriate authorities and the employee cleared of any wrong doing. This provision should be contained in all job descriptions for Government employees in the mail center and in the contract if the mail operation is contracted.
- h. Restrict dock parking to authorized vehicles.
- i. Develop and implement a security plan in accordance with provisions of DOD 4525.8–M, DODI 4525.08, and GSA directives. This plan will be based on a risk assessment conducted by qualified security personnel, reviewed and approved by appropriate level security/planning officials, and incorporated as an appendix to or a coordinated section of the installation or command security plan, as appropriate.

### 5–2. Official Mail and Distribution Center security and business recovery plans

A strong plan for mail center security, supplemented with regular training, rehearsals, and reviews, helps instill a culture that emphasizes the importance of security. Involving all members of the team—executives, managers, employees, contractors, security managers, building management personnel, and union representatives—during development and throughout is critical and essential to the security plan’s success. The OMM will work collaboratively with the respective antiterrorism working group in order to ensure integration of the mail center security plan into the overall antiterrorism plan.

### 5–3. Elements of a mail center security plan

- a. A complete mail center security plan includes the elements listed below (para 5–3c), and every Federal mail center manager should make sure that all of these are included. For most mail centers, each of these elements should be represented in a written document. See GSA Mail Management Web site for more specific guidance regarding the coordination and construction of mail center security and business recovery plans at: [www.gsa.gov/mailpolicy/](http://www.gsa.gov/mailpolicy/).
- b. The OMM will not be required to prepare all of these plans. They should participate actively in the development and implementation of each of these elements, but other parts of the agency or outside security experts should have the lead on most of them. The OMM must ensure that they have addressed each of these elements by identifying and working with the appropriate offices. See AR 525–13 for more specific guidance regarding the coordination and construction of risk assessments.
- c. Elements of a security plan—
  - (1) Risk assessment.
  - (2) Operating procedures.
  - (3) Training, testing, and rehearsal plan.
  - (4) Managing threats.
  - (5) Communications plan.
  - (6) Occupant emergency plan.
  - (7) Continuity of operations plan.
  - (8) Annual reviews.

### 5–4. Elements of a business recovery plan

- a. The business recovery plan (BRP) is intended to ensure continuance of essential official mail functions across a wide range of potential emergencies. Essential functions are those that enable Federal agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. The BRP deals with maintaining essential work once the safety of personnel has been assured.
- b. The anthrax attacks demonstrated that hard-copy mail is not essential for every Federal office, but mail remains a critical function for many Federal programs. The mail manager should be thoroughly involved in the BRP process in

any case. The actual steps that are included in the BRP, to keep incoming and outgoing mail flowing in the event of an emergency, depend on the degree to which mail is essential to agency operations.

*c. Elements of a BRP—*

- (1) Outline essential functions.
- (2) Plan decision process for implementation.
- (3) Establish a roster of authorized personnel.
- (4) Provide advisories, alerts and BRP activation, and associate instructions.
- (5) Provide an easy reference guide for emergency response.
- (6) Establish accountability.
- (7) Provide for attaining operational capability within 12 hours.
- (8) Establish procedures to acquire additional resources.

*d. The following are key suggested questions that the BRP should address for mail:*

- (1) What is the location of an alternate facility for processing incoming and/or outgoing mail?
- (2) How quickly should the alternate facility be ready to operate?
- (3) How much of the original operation will be reconstituted in the alternate facility?

*e. Objectives of a BRP for a mail facility—*

- (1) Ensure the safety of associates during an emergency.
- (2) Ensure the continuous performance of essential functions/operations during an emergency.
- (3) Reduce or mitigate disruptions to operations.
- (4) Protect essential facilities, equipment, records, and other assets.
- (5) Reduce loss of life and minimize damage and losses.
- (6) Facilitate decisionmaking during an emergency.
- (7) Achieve orderly recovery from emergency situations across wide range of potential emergencies or threats, including acts of nature, accidents, and technological and attack-related emergencies.
- (8) Mitigate risks.

## **5-5. Fly-away kits**

To be prepared for various types of breaches of security or different types of emergencies, each mail center should have a “fly-away kit.” At a minimum, this should consist of BRP checklists, key contact lists, diskettes, digital video disks or compact discs with critical files, any specialized tools that are routinely used, maps to alternate sites, records, and any other information and equipment related to an emergency operation. A fly-away kit should contain those items considered essential to supporting contingency operations at an alternate site. Designate a key official, and one or more alternates, to pick up the kit in an emergency. A duplicate fly-away kit should be maintained at the backup facility.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 11-2**

Managers' Internal Control Program. (Cited in para 1-7d.)

#### **AR 25-50**

Preparing and Managing Correspondence. (Cited in paras 2-11e(1), 3-2.)

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program. (Cited in paras 2-11e(3), 2-11h.)

#### **AR 380-5**

Department of the Army Information Security Program (Cited in paras 1-9c, 1-10g, 2-11g, 2-12a(2), 2-14c, 2-30a(6), 2-30b(20), 2-31e, 2-40a(2), 2-42b, 2-43b, 4-5b.)

#### **AR 380-10**

Foreign Disclosure and Contacts with Foreign Representatives (Cited in table 4-1.)

#### **AR 380-40**

Safeguarding and Controlling Communications Security Material (Cited in para 4-5b) (Available ONLY from Army Knowledge On-Line.)

#### **B-114874, October 13, 1978, 58 Comp. Gen. 14**

Comptroller General of the United States Decision (Cited in para 2-30.) (Available at <http://www.gao.gov>.)

#### **39 CFR Part 310**

Enforcement of the Private Express Statutes (Cited in para 1-6a.)

#### **39 CFR Part 320**

Suspension of the Private Express Statutes (Cited in para 1-6a.)

#### **41 CFR Part 102-192**

Mail management (Cited in paras 1-1, 1-5.)

#### **DA PAM 25-403**

Guide to Recordkeeping in the Army (Cited in para 1-7d(4).)

#### **DMM**

USPS Domestic Mail Manual (Cited in paras 1-6c, 1-8b(2), 2-4b(1), 2-10, 2-12c, 2-14, 2-15a(1), 2-15b(1), 2-20h(6), 2-21b, 2-24a, 2-25b(1), 2-26a(1), 2-27b(1), 2-27d(1), 2-27f(1), 2-27l, 2-28b, 2-28e, 2-28f, 2-28g, 2-28h, 2-28j(1), 2-28j(2), 2-28j(3), 2-29, 2-34b(2), 2-34b(3), 2-34b(6), 2-34c(2), 2-37a, 2-39b, 4-6, table 2-1, figure 2-3.) (Available at [www.usps.com](http://www.usps.com).)

#### **DOD 4525.6-M**

Department of Defense Postal Manual (Cited in paras 2-24d, 2-41b(3).)

#### **DOD 4525.8-M**

DOD Official Mail Manual (Cited in paras 1-4i(10), 1-7a(2), 1-8b(1), 1-8b(2), 1-9c, 2-12c, 2-23, 2-25b(4), 2-25c(5), 2-27d(2), 2-28e, 2-34b(7), 4-1a, 4-5a(4), table 4-1, 5-1i, C-4c.)

#### **DODI 4525.08**

DOD Official Mail Management. (Cited in paras 1-4h(6), 1-4i(6), 1-4i(10), 1-7a(2), 1-7a(3), 1-7d(4), 2-3, 2-9c, 2-40a, 5-1i., C-4c.)

**IMM**

USPS International Mail Manual (Cited in paras 2–10, 2–13b(1), 2–21b, 2–24b, 2–29, 2–33d, 2–33g.) (Available at [www.usps.com](http://www.usps.com).)

**PL 94–575**

Section 2 of Public Law 94–575, The Federal Records Management Amendments of 1976 (44 USC 2901–2904, as amended) (Cited in para 1–5.)

**USPS Postal Bulletin**

USPS Postal Bulletin (Cited in paras 2–24a, 2–24b.) (Available at [www.usps.com](http://www.usps.com).)

**USPS Poster 123–L and 123–S**

Postage Rates and Fees (Cited in para 2–24a.) (Available at [www.usps.com](http://www.usps.com).)

**USPS Publication 25**

A Guide to Business Mail Preparation (Cited in para 2–10.) (Available at [www.usps.com](http://www.usps.com).)

**USPS Publication 38**

Postal Agreement with the Department of Defense (Cited in paras 1–6f, 2–37a, 2–37d.) (Available at [www.usps.com](http://www.usps.com).)

**USPS Publication 38A**

Guidelines for Providing Postal Services on Military Installations (Cited in paras 1–6f, 2–37a, 2–37d.) (Available at [www.usps.com](http://www.usps.com).)

**USPS Postal Zone Chart**

USPS Postal Zone Chart (Cited in para 2–24a.) (Available at [www.usps.com](http://www.usps.com).)

**10 USC 1044**

Legal assistance (Cited in para 2–20o.)

**18 USC 1693–1699**

Carriage of mail generally (Cited in para 1–6a.)

**39 USC 401, 404, 601–606**

General powers of the Postal Service (Cited in para 1–6a.)

**39 USC 3204**

Restrictions on use of penalty mail (Cited in para 2–11e.)

**40 USC 721–729**

Public buildings, property, and works (Cited in para 2–30.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

**AR 25–1**

Army Information Technology

**AR 25–30**

The Army Publishing Program

**AR 25–400–2**

The Army Records Information Management System (ARIMS)

**AR 25–59**

Office Symbols

**AR 215-1**

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**AR 340-21**

The Army Privacy Program

**AR 525-13**

Antiterrorism (Available ONLY from Army Knowledge On-Line.)

**AR 600-8-3**

Unit Postal Operations

**DA PAM 600-8**

Management and Administrative Procedures

**DOD 5200.01**

DOD Information Security Program

**DOD 5200.33**

Defense Courier Operations (DCO)

**DODD 5101.11E**

DOD Executive Agent for Military Postal Service (MPS) and Official Mail Program (OMP)

**DODI 4000.19**

Support Agreements

**DOS 14 FAM 100**

Logistics and Supply Chain Planning and Management

**DOS 14 FAM 700 series**

Diplomatic Pouch and Mail Services

**Freedom of Information Act**

The Freedom of Information Act (FOIA)

**Privacy Act**

The Privacy Act of 1974

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil/>); and PS forms are available on the USPS Web site ([www.usps.com/](http://www.usps.com/)).

**DA Form 7224**

Semi-annual Positive Accountability Postage Administration System (Prescribed in para 2-9.)

**DA Form 7224-1**

Advance Deposit Trust Account (ADTA) Worksheet (Prescribed in para 2-9.)

**DA Form 7224-2**

Private Carrier Service Worksheet (Prescribed in para 2-9.)

**Section IV**

**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil/>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm/>); and SFs are available on the GSA Web site (<http://www.gsa.gov/>); and PS forms are available on the USPS Web site ([www.usps.com/](http://www.usps.com/)).

**DA Form 11-2**

Internal Control Evaluation Certificate

**DA Form 2028**

Recommended Changes to Publication and Blank Forms

**DA Form 3964**

Classified Document Accountability Record

**PS Form 3800**

Certified Mail

**PS Form 3813**

Insured Mail Receipt (\$200 and under)

**PS Form 3813-P**

U.S. Insured Mail

**PS Form 3854**

Manifold Registry Dispatch Book

**PS Form 3877**

Firm Mailing Book for Accountable Mail

**PS Form 3883**

Firm Delivery Book—Registered, Certified, and Numbered Insured Mail

**PS Label 200**

Registered Mail

**Standard Form 1034**

Public Voucher for Purchases and Services other than Personal

**Appendix B  
Guide to Cost Effective Mailing****B-1. Addressing mail**

Make sure mailing address and address format is correct. Return address is a must. Always use street addresses when available. Use your office symbol as the attention line and ZIP+4 after the state abbreviation.

**B-2. Rules for employees**

Have personal mail sent to your home, not the office. Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, and so on.

**B-3. Tips for cost savings**

- a.* When mailing six sheets or less of bond paper, use a letter size envelope.
- b.* Send correspondence by email or fax whenever appropriate and possible.
- c.* Mail using the lowest postal rate legally possible that meets the required delivery date and security requirements. (Check with the OMM for available options)
- d.* When mailing several items to the same address, it is less expensive to place all items in a single envelope than to use multiple envelopes. Check with your OMDC for activities serviced by consolidated mailings.
- e.* Check with your OMDC for activities/agencies within the local area that are serviced by couriers-no postage required. If you need evidence that something was mailed or received-use Certificate of Mailing or Delivery Confirmation whenever possible.
- f.* Limit use of express mail to instances when absolutely necessary.
- g.* Determine if use of other commercial carriers is cheaper for shipments of items not under the Private Express Statutes.
- h.* Review recurring mailings for continued necessity.
- i.* Update mailing lists whenever changes occur.

- j.* Limit use of merchandise return, BRM, and special services such as registered, certified, and insured.
- k.* Use drop-shipments for zone rated mail when cost effective.
- l.* Ensure USPS “shape based” pricing is considered when packaging.
- m.* Use packaging provided free of charge by USPS whenever possible.
- n.* Use USPS Priority Flat Rate envelopes and boxes whenever cost effective.
- o.* For additional information and guidance, contact your OMM.

## **Appendix C**

### **Internal Control Evaluation**

#### **C–1. Function**

The function covered by this evaluation is the OMDMP.

#### **C–2. Purpose**

The purpose of this evaluation is to assist users of this regulation in evaluating the key internal controls listed. It is not intended to cover all controls.

#### **C–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling and simulation). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### **C–4. Test questions**

- a.* Has an OMM been appointed at the ACOM, ASCC, DRU, and garrison levels for overall program management within the command/installation, as applicable?
- b.* Has a single OMDC been established on the installation to receive, process, dispatch, and deliver incoming and outgoing official mail and distribution?
  - (1) Have installation service support agreements been initiated with all non-Army tenant/satellite activities that the garrison supports per DODI 4000.19?
  - (2) Is outgoing mail consolidated at a single metering point?
  - (3) Does the OMM ensure that units under their command, upon deployment, have the necessary equipment and stamps as required to operate in a contingency or deployed location?
  - (4) Has the OMM taken steps to ensure that carry over funds for postage meters do not exceed 30 days at the end of the fiscal year?
  - (5) Has the organization developed procedures limiting the use of special services (for example, registered, certified, and so on)?
  - (6) Is outgoing mail properly prepared and not subject to surcharges for size or weight?
  - (7) Are safeguards in place to guard against the loss, misuse, or theft of official mail postage?
  - (8) Are personnel instructed to have personal mail sent to their home and not to their duty station?
  - (9) Are mailings to common addresses consolidated?
  - (10) Are alternatives to hardcopy mailings considered (for example, electronic transfer or fax)?
- c.* Has training been provided that is required by DODI 4525.08, DOD 4525.8–M and this regulation to the installation and tenant OMMs, newly assigned personnel, and administrative personnel at their installations?
- d.* Has a BRP been implemented?
- e.* Does each mail center contain a fly-away kit?

#### **C–5. Supersession**

Not applicable.

#### **C–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the U.S. Army Human Resources Command (AHRC-PDP-P), 1600 Spearhead Division Avenue, Department 480, Fort Knox, KY 40122–5408.

## **Glossary**

### **Section I Abbreviations**

#### **ACOM**

Army command

#### **ADTA**

Advance Deposit Trust Account

#### **AMPS**

Automated Military Postal System

#### **APO**

Army Post Office

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ASA(ALT)**

Assistant Secretary of the Army (Acquisition, Logistics and Technology)

#### **ASA(FM&C)**

Assistant Secretary of the Army (Financial Management and Comptroller)

#### **ASCC**

Army service component command

#### **BRM**

business reply mail

#### **BRP**

business recovery plan

#### **CAPS**

Centralized Automated Processing System

#### **CCDR**

combatant commander

#### **CFR**

Code of Federal Regulations

#### **CIO/G-6**

Chief Information Officer, G-6

#### **CM**

consolidated mail

#### **CMRS**

commercial meter, remotely set

#### **CONUS**

continental United States

#### **CONUSA**

the numbered armies of the Continental United States

**DA**

Department of the Army

**DA GO**

Department of the Army General Order

**DA PAM**

Department of the Army pamphlet

**DCS**

deputy chief of staff

**DMM**

USPS Domestic Mail Manual

**DOD**

Department of Defense

**DODD**

Department of Defense directive

**DODI**

Department of Defense instruction

**DODIM**

Department of Defense Official Intratheater Mail

**DOS**

Department of State

**DPM**

Diplomatic Pouch and Mail Division

**DRU**

direct reporting unit

**DRM**

director of resource management

**FAM**

Foreign Affairs Manual

**FOIA**

Freedom of Information Act

**FPO**

Fleet Post Office

**GSA**

General Services Administration

**HQDA**

Headquarters, Department of the Army

**IMM**

International Mail Manual

**MILSTRIP**

Military Standard Requisitioning and Issue Procedures

**MOM**

military ordinary mail

**MPO**

military post office

**MPS**

Military Postal Service

**MPSA**

Military Postal Service Agency

**MRS**

merchandise return service

**MSC**

major subordinate command

**MWR**

morale, welfare, and recreation

**MUSARC**

major U.S. Army Reserve Command

**NATO**

North Atlantic Treaty Organization

**NGB**

National Guard Bureau

**OCONUS**

outside the continental United States

**OMDC**

Official Mail and Distribution Center

**OMDMP**

Official Mail and Distribution Management Program

**OMM**

official mail manager

**oz**

ounce

**PC**

personal computer

**PS**

Postal Service

**ROTC**

Reserve Officers' Training Corps

**SACT**

Supreme Allied Commander, Transformation

**SAO**

Security Assistance Organizations

**SHAPE**

Supreme Headquarters, Allied Powers, Europe

**TRADOC**

U.S. Army Training and Doctrine Command

**UCMJ**

Uniform Code of Military Justice

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**USNATO**

U.S. Mission to North Atlantic Treaty Organization

**USPS**

United States Postal Service

**ZIP**

Zone Improvement Plan

**Section II****Terms****Action office**

The Army element that takes action on a communication.

**Activity**

Any DOD organization such as headquarters, agency, depot, or unit.

**Appropriated fund postage**

Postage paid for with funds appropriated by the United States Congress. The postage must be prepaid.

**Business reply mail**

A method whereby a business reply permit holder may authorize individuals and organizations outside the Army to send first-class mail back to the permit holder and have the postage and fees paid by the permit holder.

**Certificate of mailing**

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

**Certified mail**

Available only on mailable matter sent at the first-class rate (including Priority Mail). Provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. It is dispatched, handled, and treated in transit as ordinary mail.

**Consolidated mail**

Two or more pieces of mail placed in one container for direct mailing to a single installation/military community. The OMDC should utilize this method when there is a large volume from one installation and/or military community to another on a routine basis. This is the most cost-effective method of moving high volume mail.

**Correspondence**

Typed, handwritten, printed, or copied material prior to being postmarked or delivered to the USPS or an APO. Correspondence once postmarked by the OMDC is considered official mail. If postage metering equipment is not available, correspondence becomes official mail when transferred to the USPS or an MPO. Correspondence distribution

operations include receiving, opening, sorting, distributing, delivering, and picking up of correspondence by messengers.

### **Correspondence routing guide**

Alphabetical listing of subject matter and the action office to which it is to be sent.

### **Direct accountability**

A system for paying actual postage costs through the use of prepaid commercial postage stamps, meters, permits, and other methods that require a statement of mailing. Includes the Official Mail Cost Control Program and the OMDMP.

### **Distribution formula**

A simplified way to distribute material to levels of command by assigning a letter to signify several elements. Normally this is used for internal distribution.

### **Flat**

A flexible rectangular mailpiece that exceeds one of the dimensions for letter-size mail (11–1/2 inches long, 6–1/8 inches high, 1/4 inch thick) but that does not exceed the maximum dimension for the mail processing category (15 inches long, 12 inches high, 3/4 inch thick). Dimensions are different for Periodicals automation rate flat-size mail. Flat-size mail may be unwrapped, sleeved, wrapped, or enveloped.

### **Indicia**

Imprint used on mail to denote payment of postage.

### **Installation official mail manager**

An employee of the Garrison, in the grade of E–6 or above or general schedule–06 or above, appointed in writing as the installation OMM to oversee and manage the official mail operations of the installation. This employee can be but is not necessarily the installation OMDC supervisor who is responsible for the day to day operation of the OMDC and direct supervision of the OMDC employees. If the installation OMDC is contracted, the installation OMM should be the contracting officer's representative.

### **Insured mail**

A service that provides indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee. Insurance is available for merchandise sent as first-class mail, express mail, Priority Mail, Standard Mail, and Package Services. Claims cannot be filed against USPS by the Army for payment to the Army for insured items lost, rifled, or damaged. It provides a receipt to the sender and a record of delivery at the post office of delivery is kept for numbered insured but not minimum fee insured items.

### **International mail**

Mail addressed to an address in another country (non-MPO/APO addresses).

### **Letter-size mail**

Mail which is at least 3 1/2 inches by 5 inches by 0.007 inches thick and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches thick.

### **Library Rate**

A subclass of Package Services for items sent to or from or exchanged between academic institutions, public libraries, museums, and other authorized organizations. This is a Congressionally subsidized rate and is not authorized for use by DOD activities.

### **Mail control operations**

The receipt, control, and preparation of items for distribution with special handling required.

### **Mail control section**

That portion of an OMDC responsible for mail control operations.

### **Markings**

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

**Merchandise return service**

A special service whereby an authorized company provides a customer with a special mailing tag or label to return a shipment without postage prepayment. The company pays the return postage. (Compare with BRM.)

**Metered mail**

Any piece of mail with postage printed by a USPS-approved postage meter or PC Postage System.

**Military post office**

U.S. post office operated by the DOD.

**Mixed classes of mail**

Two or more classes of mail combined in one package. Postage is charged at the higher class rate.

**Official business reply mail**

BRM pertaining exclusively to the business of the U.S. Government that is mailed using USPS-issued commercial permits.

**Official mail**

Pertains solely to the business of the U.S. Government. Postage and fees are paid with appropriated funds. Official mail is addressed material in the custody of the USPS or MPO before delivery to, or after receipt from, or having been postmarked by an OMDC.

**Official mail policies**

The USPS will be used only when it is the least costly transportation method which will meet the required delivery date, security, accountability, and Private Express Statute requirements. When mailed, official matter will move at the lowest postage rate that meets the required delivery date, security, and accountability requirements. Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to the OMDC of the addressee.

**Official matter**

Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

**Registered**

The most secure service USPS offers. It incorporates a systems of receipts from the point of acceptance to delivery.

**Standard Mail**

A class of mail that weighs less than 16 ounces. It comprises the subclasses of Regular Standard Mail, Nonprofit Standard Mail, Enhanced Carrier Route Standard Mail, and Nonprofit Enhanced Carrier Route Standard Mail. These subclasses include circulars, printed matter, pamphlets, catalogs, newsletters, direct mail, and merchandise. Standard Mail may be sent at Enhanced Carrier Route, automation, nonautomation, and Not Flat-Machinable rates.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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**PIN 070168-000**