

Headquarters
Department of the Army
Washington, DC
2 May 2017

Information Management
Official Mail and Distribution Management

Applicability. This memorandum applies to Headquarters, Department of the Army (HQDA) and its field operating agencies.

Proponent and exception authority. The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions or waivers to this memorandum that are consistent with controlling law and regulations. The Administrative Assistant may delegate this approval authority, in writing, to a division chief within the proponent agency or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this memorandum by providing justification that includes a full analysis of the expected benefits and a 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 proponent. Refer to AR 25-30 for specific guidance.

	Paragraph	Page
Purpose	1	1
References	2	1
Explanation of abbreviations and terms	3	1
Responsibilities	4	2
Policy and procedures	5	2
Appendix A		3
Appendix B		4
Glossary		5

1. Purpose

This memorandum prescribes policy, responsibilities, and procedures for the Headquarters, Department of the Army (HQDA) Official Mail and Distribution Management Program.

2. References

See appendix A.

3. Explanation of abbreviations and terms

See the glossary.

*This memorandum supersedes DA Memo 25-53, 1 September 2004.

4. Responsibilities

a. The Administrative Assistant to the Secretary of the Army has overall responsibility for the HQDA Official Mail and Distribution Management Program.

b. The HQDA Official Mail Manager (OMM) will—

(1) Manage the Official Mail and Distribution Management Program, as prescribed in AR 25–51 and establish necessary operating procedures to ensure compliance within HQDA and Joint/Department of Defense activities.

(2) Evaluate, assist, and train activities periodically in mail management practices and procedures.

(3) Consolidate and report the HQDA Positive Accountability Postage Administrative System Report to the Army OMM in accordance with AR 25–51.

(4) Report postage use for all reimbursable customers in the Quarterly Postage Usage Report.

c. HQDA agency directors and managers whose agencies use postage meters with funds the HQDA OMM provided, whether reimbursable or not, will—

(1) Appoint mail personnel, in writing, and provide copies of the appointment memorandums to the HQDA OMM, 7701 Telegraph Road, Casey Building, Room 102, Alexandria, VA 22315–3860. Newly appointed mail personnel will receive training within 30 days of their assignment and once annually thereafter. Training is provided by the HQDA OMM and announced quarterly.

(2) Support postage meter requirements for customers located in the same building, when requested. If non-Army activity tenants request service, coordinate with the HQDA OMM and the other Services' OMMs.

(3) Notify the HQDA OMM of all changes of locations or customers where official mail is to be delivered. An example of a Postage Usage Report is in appendix B. Email is the preferred method for submitting this report. Send the report to usarmy.pentagon.hqda.mbx.hqda-official-mail-manager@mail.mil.

(4) Send a Postage Usage Report for the preceding quarter to the HQDA OMM on the first working day of each quarter.

(5) Notify the HQDA OMM of all customer address changes.

5. Policy and procedures

a. Overview.

(1) Official mail and distribution centers (OMDCs) are operated for the exclusive use of the U.S. Government in the conduct of official business.

(2) OMDCs handle U.S. Postal Service (USPS) mail and private commercial carrier service small packages. Mail personnel decide which service is the most economical to meet the required delivery date, subject to the criteria of AR 25-51.

(3) The use of OMDCs for personal, unofficial, or nonmission mail is prohibited.

(4) Mail addressed to U.S. Government offices or activities will be delivered to the heads of these offices and activities for their disposition. All incoming and outgoing mail for the Office of the Secretary of the Army and the Office of the Chief of Staff of the Army is delivered and handled by the Office of the Secretary of the Army Mail Center.

(5) All address changes should be reported to the HQDA OMM at usarmy.pentagon.hqda.mbx.hqda-official-mail-manager@mail.mil, not to the USPS.

b. Reimbursement for postage.

(1) All non-HQDA Resource Management (Operating Agency 22) family activities and tenants that receive Army postage funds from the HQDA OMM will reimburse the total amount actually used. Holders of reimbursable accounts that use less than \$300 annually are not required to reimburse postage funds.

(2) OMDCs will create sub-accounts for customers. Each OMDC will maintain a list of those sub-accounts and track the amount of postage each used. The amount used is a reportable item on the Quarterly Postage Usage Report. Reimbursable customers will be identified in the report.

Appendix A

References

Section I

Required Publications

AR 25-51

Official Mail and Distribution Management (Cited in para 4b(1).)

Section II

Related Publications

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

AR 25-30

Army Publishing Program

AR 25-50

Preparing and Managing Correspondence

AR 380-5

Department of the Army Information Security Program

DOD 4525.8-M

DOD Official Mail Manual (Available at www.dtic.mil/whs/directives.)

DODI 4525.08

DOD Official Mail Management (Available at www.dtic.mil/whs/directives.)

U.S. Postal Service Domestic Mail Manual

(Available at <http://pe.usps.gov>.)

U.S. Postal Service International Mail Manual

(Available at <http://pe.usps.gov>.)

U.S. Postal Service Publication 28

Postal Addressing Standards (Available at <http://pe.usps.gov>.)

U.S. Postal Service Publication 65

The National Five-Digit ZIP Code and Post Office Directory (Available from the USPS National Customer Support Center, (800) 238-3150. An order form is available at www.usps.com/forms.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

This section contains no entries.

Appendix B

Quarterly Postage Usage Reports to the Headquarters, Department of the Army Official Mail Manager

B-1. Overview

This appendix provides information on preparing Quarterly Postage Usage Reports for the HQDA OMM. Prepare one report for each meter and email it to usarmy.pentagon.hqda.mbx.hqda-official-mail-manager@mail.mil.

B-2. Format

See figure B-1 for the proper format for Quarterly Postage Usage Reports.

[ORGANIZATION NAME]	
[REPORTING PERIOD]	
1. Ascending register amount on the last day of the preceding quarter	(\$ Amount)
2. Ascending register amount on the last day of the reporting quarter	(\$ Amount)
3. Postage left on meter (descending amount as of the last day of quarter)	(\$ Amount)
4. Amount of postage added to meter during the quarter.	(\$ Amount)
5. Amount of postage used for express mail.	(\$ Amount)
6. Total funds used this period (including express mail).	(\$ Amount)
7. Amount of postage stamps received during the quarter.	(\$ Amount)
8. Amount of postage stamps used during the quarter.	(\$ Amount)
Customer	Amount of postage used this quarter
Customer Name	(\$ Amount)
Total	(\$ Amount)
Note: Total customer expense should equal line 6 above.	

**Figure B-1. Format for Quarterly Postage Usage Reports to the Headquarters,
Department of the Army Official Mail Manager**

Glossary

Section I

Abbreviations

HQDA

Headquarters, Department of the Army

OMDC

official mail and distribution center

OMM

Official Mail Manager

USPS

U.S. Postal Service

Section II

Terms

Official mail and distribution centers (OMDCs)

Official Mail and Distribution Centers are sometimes called “Mail and Distribution Centers,” “mailrooms,” “mail centers,” and so forth. The Office of the Secretary of the Army Mail Center is an OMDC. The OMDCs at Presidential Towers and Rosslyn Plaza North are formally called “Defense Post Office Satellite Mail Facilities.”

Section III

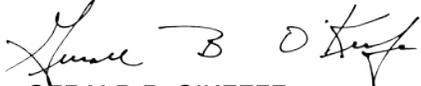
Special Abbreviations and Terms

This section contains no entries.

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

Distribution:

This publication is available in electronic media only and is intended for Headquarters, Department of the Army and its field operating agencies.