Information Management

Official Mail and Distribution Management

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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.
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/wsh/directives.)

DODI 4525.08
DOD Official Mail Management (Available at www.dtic.mil/wsh/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

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.

![Figure B–1. Format for Quarterly Postage Usage Reports to the Headquarters, Department of the Army Official Mail Manager](image-url)
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:

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