DEPARTMENT OF DEFENSE HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3091

*USMEPCOM Regulation No. 25-50

Effective:

Information Management Official Mail and Distribution Management Program

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By Order of the Commanding Officer:

DISTRIBUTION:

Unlimited. This Regulation is approved for public release.

Executive Summary. This regulation prescribes policies and procedures for the Official Mail and Distribution Management Program (OMDMP). The OMDMP controls official mail costs through proper use of the United States Postal Service (USPS) and private carriers. When practicable, documents will be scanned or sent via facsimile to reduce official mails costs.

Commanding

Applicability. This regulation applies to Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Sectors, Battalion, and Military Entrance Processing Station (MEPS) personnel handling official and unofficial correspondence.

Supplementation. Supplementation of this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSO, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Suggested Improvements. The proponent agency of this regulation is HQ USMEPCOM. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms, or by memorandum, to HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSO, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Internal Control Process. This regulation is subject to the requirements of Army Regulation (AR) 11-2, Managers' Internal Control Program. It contains key internal control provisions and provides an Internal Control Evaluation Checklist, in Appendix C, for use in conducting internal control reviews.

^{*}This regulation supersedes USMEPCOM Regulation 25-50, June 17, 2013

Summary of Changes

Major revisions have been made to this regulation and are formatted in red text; information that is obsolete and will be deleted is formatted in red text with strikethrough. It is highly recommended that this regulation be reviewed in its entirety to have a clear understanding of all revisions.

Incorporating major revision effective

- Throughout: Updates FedEx to United Parcel Service (UPS)
- Throughout: Updates office symbols
- Throughout: Updates UMF 25-50-9-E (Private Carrier Request and Justification for Next-Day Service) to (UPS Request and Justification for Next Day Service).
- Paragraph 1-4e(8): Adds document discrepancies and initial block on (UMF 25-50-11-E, Official Mail Manager Weekly Inspection Log.) See Appendix F for example of UMF 25-50-11-E.
- Paragraph 1-4e(9): Adds UMF 350-1-15-E will be used to document the names of personnel who have completed training.
- Paragraph 1-7 Last sentence changes to read Maintain the original DD Form 285 in the unit files for current year and one previous year.
 - Paragraph 1-7(2)e Deletes A psychiatric, alcohol, and/or drug abuse condition.
- Paragraph 2-4(d) Deletes Mail bombs. Mailroom personnel must be aware that a bomb can be enclosed in either a parcel or an envelope with the outward appearance limited only by the imagination of the sender. For unique characteristics that will assist mailroom personnel in identifying a suspected letter or parcel, see DoD 4525.6-M, DoD Postal Manual. If there is any reason to suspect a letter or parcel is dangerous, immediately contact local law enforcement officials for assistance and refer to the HQ USMEPCOM Emergency Action Plan.
 - Paragraph 2-4(h) Adds see Appendix H for example of DA Form 11-2.
 - Paragraph 2-5(a) Corrects return address example.

Paragraph 2-5 Adds (3) Mail containing Personal Health Information (PHI) or Personally Identifiable Information (PII) will be shipped via the least costly accountable mail service (i.e. USPS Certified Mail or UPS). When using USPS certified mail, do not use PS Form 3811, Domestic Return Receipt.

- Paragraph 2-5 Adds (4) MEPS that receive postal support from their servicing military installations will follow the above procedures in paragraph 2-5d(3).
 - Paragraph 2-7(g) Deletes use of properly formatted rubber stamps is permitted.
- Paragraph 3-2(d) Adds MEPS personnel will contact J-8/Resource Management Directorate prior to using the GPC to purchase postage.
- Paragraph 3-2(e) Adds All employees that have access to shipping solution programs (i.e. UPS, FedEx or STAMPS.COM) are required to have their own unique user identification/password, the sharing of such credentials is unauthorized.
- Paragraph 3-4 Changes to read OMMs may request postage refunds for spoiled or unused postage imprints or meter tapes. The OMM will follow the guidance by the current vendor when requesting postage refunds. The OMM will keep track of the stamps until depleted. The OMM will maintain a copy of postage refund records and the quarterly postage expenditure according to recordkeeping guidance via the Army Records Information Management System (ARIMS).
- Paragraph 3-4: Adds the OMM will maintain a copy of postage refund requests according to recordkeeping guidance via the Army Records Information Management System (ARIMS).
- Paragraph 3-6f(3) Changes to UMF 25-50-9-E (UPS Request and Justification for Next Day Service, with shipment.
- Paragraph 3-8(a) Changes to read HQ USMEPCOM OMM will be the primary point of contact for establishing all UPS Government accounts. Payment is made using the MEPS GPC.

- Paragraph 3-8 Note 1 Deletes FedEx shipping option "First Overnight" is not authorized.
- Paragraph 3-9 Note 1 Changes to read MEPS medical sections sending drug and alcohol testing and human immunodeficiency virus specimens do not require a UPS Request and Justification for Next Day Service nor do MEPS testing sections sending any controlled test material or MEPS operations sections sending MEPS-to-MEPS applicant packets. However, justification is required for Saturday or holiday deliveries according to UMR 611-1, Enlistment Qualification Tests. MEPS medical sections will ship applicant urine specimens using UPS Next Day Air and will not mark the urine specimens for Saturday delivery when the specimens are collected on a Friday.
 - Paragraph 3-9 Note 2 Deleted.
- Paragraph 3-13 Changes to read The only mailing support given to the Service Liaisons/Guidance Counselors (SL/GCs) will be the shipping of applicant packets that go through the MEPS' packet breakdown section, IAW UMR 55-2 (Recruit Travel) and shipping of MEPS-to-MEPS applicant packets IAW UMR 601-23 (Enlistment Processing). SL/GCs are responsible for all other mailing costs. This will be done for USPS official mail shipments only. This does not include any other carrier (i.e. UPS, FedEx or DHL).
- Paragraph 3-14(a) Changes to read Quarterly Positive Accountability Postage Administration System (PAPAS) Report. Quarterly PAPAS figures are to be reported by MEPS that do not have postage equipment using UMF 25-50-10-E, Quarterly Positive Accountability Postage Administration System (PAPAS) Report. This must be submitted by the 20th day of the month following the end of the quarter, or the Monday thereafter if the 20th day falls on a weekend or holiday. The primary or alternate MEPS OMM will submit the required figures to the HQ USMEPCOM OMM, via email. The required information includes: the individual dollar amount total of DHL and USPS expenditures.
- Paragraph 3-16 Changes to read Outgoing personnel will out-process through the unit mailroom. The OMM or unit Mail Clerk will delete the individual's name from the mail directory file. For military personnel, DA Form 3955, Change of Address and Directory Card, may be used. DA Form 3955 is not available online and must be obtained through the local MEPS Forms and Publications Manager. Completed DA Form 3955 must be maintained on file IAW ARIMS requirements. For records numbers and disposition instructions, contact your local Records Manager.
 - Paragraph 4 Adds Chapter 4-1 (Mail Bombs/Suspicious Packages)
- Adds Changes to read DA Form 3955 is not available online and must be obtained through the local MEPS Forms and Publications Manager
 - Appendix A (References) Changes to read UPS Request and Justification for Next Day Service.
 - Appendix A (References): Adds UMF 350-1-15-E (Training Attendance Roster)
 - Appendix C4(a) Adds and forwarded to HQ USMEPCOM OMM
- Appendix C4(c) Changes to read "How long can a newly assigned MEPS employee receive personal mail at the MEPS address?"
 - Appendix C4(d) Deletes what is the civilian pay grade requirement when appointing OMMs
 - Appendix F, Adds sample UMF 25-50-11-E (Official Mail Manager Weekly Inspection Log)
 - Appendix G, Adds sample UMF 350-1-15-E (Training Attendance Roster)
 - Appendix H, Adds sample DA Form 11-2 (Internal Control Evaluation Certification)

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies and procedures for managing the Official Mail and Distribution Management Program (OMDMP). The OMDMP controls official mail costs through proper use of the United States Postal Service (USPS) and private carriers. When practicable, documents will be scanned or sent via facsimile to reduce official mails costs.

1-2. References

References are listed in Appendix A.

1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are explained in Appendix I, Glossary.

1-4. Responsibilities

- a. United States Military Entrance Processing Command (USMEPCOM) Commander will maintain the overall responsibility for the OMDMP.
- b. Sector Commanders will review <u>USMEPCOM Form (UMF) 25-50-6-E, Mail Manager's Inspection Guide</u>, when conducting official mail Staff Assist Visits (SAV). Sectors will provide the USMEPCOM Official Mail Manager (OMM) with copies of their SAV official mail findings.
 - c. Military Entrance Processing Station (MEPS) Commanders will:
- (1) Appoint a primary and alternate OMM via additional duty appointment memorandum and <u>Defense of Department (DD) Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly.</u>
 - (2) Provide adequate space and equipment for the proper handling and security of mail.
 - (3) Ensure Mail Clerks and Mail Orderlies have sufficient time to properly handle mail.
 - (4) Inform personnel of expected standards of mail service.
 - (5) Report and take required action on postal offenses and losses.
- (6) Ensure assigned personnel notify Mail Clerks immediately when a change in status (e.g., leave, temporary duty, hospital, change of address) affects their mail delivery.
 - d. Headquarters (HQ) USMEPCOM Directors and Special Staff Officers will appoint Mail Orderlies.
 - e. MEPS OMMs will:
 - (1) Appoint Mail Orderlies.
 - (2) Ensure mail users know when and how to contact their OMM.

- (3) Supervise and serve as the approval authority for mail practices.
- (4) Report misuse of official mail and alleged violators to their Commanders and the USMEPCOM OMM.
 - (5) Establish controls for postal expenditures.
 - (6) Inform the Commander on the effectiveness of the OMDMP.
 - (7) Supervise the OMDMP.
- (8) Inspect incoming and outgoing mail at least once a week. (Document discrepancies and initial block on (<u>UMF 25-50-11-E</u>, <u>Official Mail Manager Weekly Inspection Log</u>.) (See Appendix F for example of UMF 25-50-11-E.) Completed UMF 25-50-11-E will be retained under Record Number 600-8-3c/600A, "Postal Activity Inspections and Audits" (see Appendix A, Section III).
- (9) Submit Mail Clerk and Mail Orderly completed training to HQ, USMEPCOM OMM twice per year, no later than (NLT) January 15th and July 15th each calendar year or the next business day if the 15th falls on a weekend or holiday. This training will be conducted twice per year in six month intervals. (<u>UMF 350-1-15-E</u> will be used to document completed training)
 - (10) Monitor postage use and spoiled meter tapes.
- (11) Order and maintain an adequate stock of postal-related items with the assistance of the budget technicians administrative service technicians (AST) (e.g., envelopes, cards, labels).
 - (12) Maintain liaison with the servicing postal facility.
- (13) Control and maintain accountability for mail, including United Parcel Service (UPS), Federal Express (FedEx), Dalsey Hillblom Lynn (DHL), and other secondary mail shipping sources.
 - (14) Appoint, at a minimum, one Primary and one Alternate Unit Mail Clerk.
- (15) In the absence of the Primary OMM, the Alternate Official Mail Manager (AOMM) will not serve as the authorizing official for appointments of unit Mail Clerks or Mail Orderlies.
 - f. Unit Mail Clerks will:
 - (1) Provide mail service.
 - (2) Safeguard mail at all times.
 - (3) Perform prompt directory service for undeliverable mail.
 - (4) Process accountable mail and maintain accountable mail records.
 - (5) Correct discrepancies noted on postal inspections and SAVs.
 - (6) Report known or suspected postal offenses to the HQ USMEPCOM OMM or MEPS OMM,

and Sector and MEPS Commanders immediately.

- (7) Maintain an up-to-date mail directory file for incoming and outgoing personnel.
- (8) Maintain metering equipment.
- g. Mail Orderlies will:
 - (1) Pick up mail at specified times.
 - (2) Safeguard mail at all times.
- (3) Place undeliverable mail in a securely locked container; Mail Orderlies will have sole access to the container.
- (4) Report known or suspected postal offenses to the OMM, Sector Commanders, or MEPS Commanders immediately.

1-5. Record Keeping Requirements

For records retention and disposition instructions used throughout this UMR, see <u>Appendix A, Section III</u>. For record numbers and disposition instructions, if applicable, contact your local Records Manager.

1-6. Official Mail Manager Appointments (Primary and Alternate)

- a. Primary OMMs will be Department of Defense (DoD) commissioned, warrant, or noncommissioned officers (E-6 or above), or Department of Army (DA) civilians (GS-6 or above). AOMMs may be commissioned, warrant, or noncommissioned officers (E-5 or above), or DA civilians (GS-5 or above). Primary and Alternate OMMs will be appointed by the Commander, in writing by memorandum, and issued a DD Form 285, in accordance with (IAW) Army Regulation (AR) 25-51, Official Mail and Distribution Management, paragraph 1-4. See sample memorandum format for an additional duty appointment in Appendix B.
 - b. Memorandums will be distributed by the OMM as follows:
- (1) HQ USMEPCOM. Provide copies to appointed OMMs, DA OMM (7701 Telegraph Road, Alexandria, VA 22315) or via email to DODOMM@us.army.mil, and HQ USMEPCOM unit file.
- (2) MEPS. Provide copies to appointed OMMs, the MEPS for the unit file, and the USMEPCOM OMM J-1/Human Resources Directorate—Mission Support Division—Official Mail and Distribution Branch (J-1/MEHR-SD-MSO).
- c. Copies of duty appointment memoranda and DD Form 285 will be retained under Record Number 600-8-3a/600A, "Postal Personnel Designations" (see Appendix A, Section III).

1-7. Appointment of Unit Mail Clerks and Mail Orderlies

a. The OMM will complete a <u>DD Form 285</u> for each Unit Mail Clerk and Mail Orderly. Unit Mail Clerks and Mail Orderlies will keep a copy of DD Form 285 in their possession while processing mail. <u>Maintain the original DD Form 285</u> in the unit files for current year and one two previous years.

Note: Do not laminate the DD Form 285.

- (1) The MEPS OMM may appoint a total of 50 percent of the total assigned personnel, both military and civilian, as Mail Orderlies. The OMM may appoint as many Mail Orderlies in each section as necessary to complete the mission, but may not exceed 50 percent of total assigned personnel within the MEPS. If there is an odd number of personnel at the MEPS, the OMM can go to the next even number (e.g., 51 personnel assigned = 26 Mail Orderlies allowed). To ensure security of accountable mail, supervisors will identify Mail Orderlies for their sections and inform the OMM of selections, in writing. **Note:** Not all personnel assigned to the MEPS will be issued a DD Form 285.
- (2) For Mail Clerks and Mail Orderlies, the OMM will complete DD Form 285 (see <u>Appendix E</u> for examples).
 - (a) "Signature of appointing official" block: validate by signing.
 - (b) Block 8: enter the MEPS ZIP code.
 - (c) Block 9, "mail authorized to receive": check appropriate boxes and initial to the right.
 - (d) Block 10: initial and date.
- (3) For primary and alternate OMMs, the MEPS Commander will complete <u>DD Form 285</u> (see Appendix E for examples).
 - (a) "Signature of appointing official" block: validate by signing.
 - (b) Block 8: enter the MEPS ZIP code.
 - (c) Block 9, "mail authorized to receive": check appropriate boxes and initial to the right.
 - (d) Block 10: initial and date.

Note: maintain the original copy of DD Form 285 in the unit file.

- (4) The designated appointing official will enter the revocation date on <u>DD Form 285</u>, block 2, when the designated Unit Mail Clerk or Mail Orderly has been relieved.
- (5) DD Form 285 will be updated for the OMM/AOMM when the MEPS Commander changes and for the MEPS mail clerks and orderlies when the MEPS OMM changes. if the appointing official and/or OMM changes.
 - b. Unit Mail Clerks and Mail Orderlies will:
- (1) Be a United States (U.S.) citizen and eligible for a secret security clearance (if handling registered mail).
 - (2) Not have:
 - (a) A court-martial conviction.
 - (b) A punishment under Title 10 United States Code (USC) Section 801, Uniform Code of

Military Justice, (10 USC 801) that involved a postal-related incident in the last 12 months.

- (c) A civil conviction other than a minor traffic violation.
- (d) Derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
 - (e) A psychiatric, alcohol, and/or drug abuse condition.
 - (e) Been relieved from duty for cause involving violations of postal duties.
- c. Copies of duty appointment memoranda and DD Form 285 will be retained under Record Number 600-8-3a/600A, "Postal Personnel Designations" (see <u>Appendix A, Section III</u>).

Chapter 2 Mail

Section I Mail

2-1. Official Mail

Official mail pertains to the business of the U.S. Government. Postage and fees are paid with appropriated funds.

2-2. Unofficial Mail

IAW <u>DoD 4525.8-M</u>, <u>Department of Defense Official Mail Manual</u>, receipt and distribution of unofficial mail is prohibited except for the following: An activity's employees shall not receive personal mail or send outgoing personal mail through an official mail center. Mail bearing an attention line or the addressee's name with a job title is considered to be official and shall be delivered. The following exceptions apply:

- a. All mail bearing an official Federal Government return address shall be delivered.
- b. Employees may receive personal mail through the official mail center only during the first 120 days after joining the organization. This is to allow time to establish a local residence.

2-3. Private Express Statutes

Private express statutes are a group of Federal statutes giving USPS the exclusive right, with certain exceptions, to carry letters for others.

- a. USMEPCOM will use USPS for the following:
 - (1) First-Class official mail as defined by the Domestic Mail Manual (DMM).
 - (2) Non-First-Class official mail when rates are less than or equal to private carriers.
- b. USMEPCOM will comply with provisions of the private express statutes. Violation of the private express statutes is punishable under 10 USC 801; <u>AR 690-700</u>, <u>Personnel Relations and Services</u>, chapter 751; or other Federal law as appropriate. **Note**: Personal use of official envelopes, labels, or endorsements, authorized by law, to avoid the payment of postage is punishable under the 10 USC 801; AR 690-700, chapter 751; or other Federal law as appropriate.

2-4. Controls and Penalties

- a. Search and seizure. USPS inspections, search procedures, and postal laws apply to official mail in the custody of USMEPCOM mail personnel. Official mail may be searched or seized by OMMs before postage stamps or permit imprints are affixed to the mail.
- b. Official mail funds. Accountability for official mail funds will be according to <u>USMEPCOM</u> <u>Regulation (UMR) 37-1, USMEPCOM Financial Management Program</u>. MEPS OMMs will coordinate official mail and distribution matters with the USMEPCOM OMM.
- c. Outgoing mail. Outgoing mail will be transported in a closed-body Government vehicle equipped with lockable doors. Privately-owned vehicles will not be used to transport mail.

- d. Mail bombs. Mailroom personnel must be aware that a bomb can be enclosed in either a parcel or an envelope with the outward appearance limited only by the imagination of the sender. For unique characteristics that will assist mailroom personnel in identifying a suspected letter or parcel, see <u>DoD 4525.6 M, DoD Postal Manual</u>. If there is any reason to suspect a letter or parcel is dangerous, immediately contact local law enforcement officials for assistance and refer to the HQ USMEPCOM Emergency Action Plan.
- d. Lost, misplaced, or damaged mail. If notification from a carrier is received indicating a package or envelope has been lost, misplaced, or damaged, contact the carrier to find out the status of the document(s). If the package contains personal information, contact the HQ USMEPCOM Freedom of Information Act/Privacy Act (FOIA/PA) Officer, HQ USMEPCOM, J-1/Human Resources Directorate-Programs Division (J-1/MEHR-PR) within 1 hour of the notification.
- e. Penalties regarding private express statutes. Violation of the private express statutes will lead to administrative sanctions; action under <u>AR 690-700</u>, chapter 751; or other penalties under Federal law.
- f. Penalty for personal use. Personal use of any official envelope, label, or endorsement, authorized by law, to avoid the payment of postage may lead to administrative sanctions; actions under the AR 690-700, chapter 751; or other penalties under Federal law.
- g. Internal Control Evaluation Checklist. Commanders may use the Internal Control Evaluation Checklist in <u>Appendix C</u> to assess their OMDMP. Evaluations will be documented on <u>DA Form 11-2</u>, <u>Internal Control Evaluation Certification</u>. For additional information on internal controls, see <u>AR 11-2</u>, <u>Managers' Internal Control Program</u>. (See Appendix H for example of DA Form 11-2)

Section II Mail Preparation

2-5. Mail Entry, Addresses, and Labeling Requirements

a. Users will type, machine-print, or use computer generated address labels in dark ink on a light background using upper and lowercase letters; punctuation is permissible. The "to" and "from" addresses are limited to five lines and formatted to a uniform left margin. The return address portion of packages and envelopes used for official mailings will have "DEPARTMENT OF DEFENSE" typed, or machine printed, in capital letters in the upper left corner above the return address. Below the return address, "OFFICIAL BUSINESS" will be typed or machine-printed in capital letters. Official mail not complying with this requirement will be returned. See example below:

DEPARTMENT OF DEFENSE
Commander
HQ USMEPCOM
ATTN: J-1/MEHR-SD-MSO
2834 Green Bay Road North Chicago, IL 60064-3091
North Chicago, IL 60064-3091
OFFICIAL BUSINESS

b. Endorse mail articles to show the class of service or rate paid (e.g., First-Class, Priority). The endorsement will be immediately below, or to the left-hand side of, the postage. Preprinted rubber stamps for First-Class mail are available in unit supply offices. If they are not available, they can be ordered from

USPS or procured locally. Postal Service (PS) Label 107, Priority Mail Sticker, is available through the servicing postal facility.

- c. Envelope size selection. Personnel will use a number 10 white envelope when mailing five or less standard-size pages (8 ½- by 11-inches). Use larger envelopes when contents exceed five pages or cannot be folded (e.g., award certificates, evaluation reports). Mail personnel will report misuse of envelopes to their unit's OMM.
- d. Official stamped selection. Official stamped envelopes or metered mail is for official business only. Unofficial use of official indicia envelopes or metered mail is prohibited and punishable. Exceptions are:
- (1) "EXCLUSIVE FOR" mail containing sensitive or privileged information the writer desires to convey to the addressee without access by, routing through, or distribution to a third party. "EXCLUSIVE FOR" and the name of the individual will be typed in the lower left-hand corner of the mailing envelope outside of the USPS optical character reader and bar code area.
- (2) Mail containing information covered by the PA of 1974. Mark inner envelopes containing PA information to preclude opening by anyone other than the addressee or designated representative.
- (3) Mail containing Personal Health Information (PHI) or Personally Identifiable Information (PII) will be shipped via the least costly accountable mail service (i.e. USPS Certified Mail or UPS). When using USPS certified mail, do not use PS Form 3811, Domestic Return Receipt.
- (4) MEPS that receive postal support from their servicing military installations will follow the above procedures in paragraph 2-5d(3).

2-6. Packaging

- a. Mailroom personnel will assist with packaging presort official mail items entering the USPS system according to the DMM.
- b. Mail too bulky to place in regular envelopes will be placed in a cardboard container or padded envelope, wrapped properly, and sealed to avoid damage.
 - c. Official mail packages will be sealed and reinforced before release to USPS or other carriers.

2-7. Mail Consolidation

Consolidated mail (CM) is two or more pieces of mail placed in one container for direct mailing to a single installation. CM is usually sent at the end of the week. CM is the most cost-effective method of moving a high volume mail. To avoid paying higher postage costs, multiple pieces of time-sensitive mailings going to different people or sections at the same address will be shipped consolidated.

- a. Mailroom personnel will consolidate two or more pieces of mail directed to the same addressee or installation on the same day in one container and addressed as one piece of mail.
- b. The container may be a regular or padded envelope, box, or pouch that can hold two or more pieces of mail according to <u>DoD 4525.8-M</u>, chapter 3.

- c. Properly package mail shipments to ensure the contents are secure and not damaged in transit.
- d. Type, machine-print, or use a computer generated label to address a CM package, see <u>paragraph 2-5a</u> and <u>b</u> for specific instructions.
- e. Personnel sending CM will type or machine-print "consolidated mail" or "CM" immediately below the return address. CM packages are opened and sorted in the destination's distribution center.
 - f. Personnel will use office symbols for mail routed to a specific office.
- g. Personnel will use a complete return address (see <u>paragraph 2-5a</u>) in the upper left-hand corner of packages and envelopes. Use of properly formatted rubber stamps is permitted.

2-8. Zone Improvement Plan (ZIP) Codes

The ZIP+4 code is the standard ZIP Code format. Use ZIP+4 codes when assigned and when mandatory for return and delivery addresses. When a ZIP+4 code has not been assigned, the 5-digit ZIP code is authorized. ZIP codes can be obtained using the <u>USPS website</u>.

2-9. Classifications

- a. First-Class/Priority mail. First-Class mail and Priority mail receive the same service.
 - (1) First-Class mail is a mailable item weighing up to and including 13 ounces.
 - (2) Priority mail is a mailable item weighing over 13 ounces, but not more than 70 pounds.
- (3) Priority mail is dependent on the total weight and Priority mail zone rate charge. USPS delivery of First-Class and Priority mail to an address within the continental U.S. is normally within 2–3 days.
 - (4) USPS markings for First-Class and Priority mail:
 - (a) Letters weighing less than 13 ounces are not required to be marked First-Class.
 - (b) Flats weighing 3 to 13 ounces are marked First-Class.
- (c) Flats and other mailable items that weigh more than 13 ounces, but not more than 70 pounds are required to be marked Priority (provided Priority service is requested).
 - b. Periodicals (formerly known as Second-Class mail).
- (1) Newspapers, pamphlets, and periodicals that are not First-Class material may be mailed as periodicals if both of the following apply:
 - (a) Publishers, news agents, and authorized agents have an authorized periodical permit.
 - (b) Periodicals are published at least quarterly.

- (2) Periodicals are more cost effective than other classes of mail. OMMs will contact their local USPS and provide information on the frequency of the publication and the number of pieces per mailing. USPS will determine if the publication qualifies as periodicals.
- c. Standard mail. Standard mail requires a minimum of 200 pieces or 50 pounds per mailing. Do not use standard mail to send unofficial correspondence, handwritten or typewritten letters, or bills. Rates are based on weight, shape, preparation, and entry. Automation rates are lower than nonautomation rates.

2-10. Parcels

- a. Mailroom personnel will select the proper container and cushion items being mailed. The DMM gives criteria for packaging, and the burst strength and dimensions of acceptable containers.
- b. Priority packages mailed in the continental U.S. through the USPS can weigh up to 70 pounds and measure up to 108 inches in length and girth combined (1 x length + 2 x width + 2 x height = 108 inches or less). Use the least costly UPS FedEx shipping option for these packages if it is more cost effective.
- c. OMMs will work closely with personnel preparing parcels. Postal guidance and assistance will be provided to ensure official items are sent by the least expensive means possible. Due to rate changes, mail personnel must be flexible and follow postal guidance from the USMEPCOM OMM to ensure the least expensive carrier for the mailing requirement is used. UPS FedEx options such as FedEx UPS Ground, UPS 3-Day Select, UPS 2ND Day Air and UPS Next Day Air Select and UPS 2-Day Air, and standard overnight, FedEx 2 day, FedEx Express Saver and FedEx ground service options will be considered.

Chapter 3

Postage Equipment, Postage Accountability, and Mailroom Administrative Procedures

Section I

Postage Equipment

3-1. Postage Equipment

Postage equipment will not be leased, procured, transferred, or disposed of without the USMEPCOM OMM's approval. MEPS OMMs will request new, additional, or replacement equipment by memorandum to HQ USMEPCOM (J-1/MEHR-SD-MSO). The request will include justification explaining why existing equipment cannot meet the need.

3-2. Postage Settings and Payments

- a. USMEPCOM operates under a centralized postal account system. The USMEPCOM OMM allocates a fixed amount of postal funds to each MEPS for each fiscal quarter and loads this fixed amount to the postage accounts at the beginning of each quarter.
- b. MEPS OMMs/Mail Clerks are only authorized to print postage for the current business day. Preprinting of postage for future use is not authorized.
- c. The USMEPCOM OMM is responsible for postal meter funds and payments. MEPS OMMs are responsible for the postal equipment, supplies, and payment for the supplies. The Government Purchase Card (GPC) is an authorized payment method.
- d. For postal assistance, OMMs will display the meter service representative's telephone number prominently in the vicinity of the meter equipment. If postage equipment is out of commission for the entire business day, the use of the GPC is authorized to purchase stamps until postage equipment is available for use. MEPS personnel will contact J-8/Resource Management Directorate prior to using the GPC to purchase postage. The MEPS OMM will immediately contact the USMEPCOM OMM with the serial numbers of any replaced postal equipment.

3-3. Reporting Misuse of Appropriated Fund Postage

- a. Any person having knowledge of unauthorized usage or misuse of postage funds will report the unauthorized use to the following individuals:
 - (1) Unit Commander.
 - (2) Unit OMM.
 - (3) Supervisor of the suspected individual(s) involved.
- b. The Commander will review the unauthorized use of postage to determine any appropriate reimbursement of postage and fees. When appropriate, legal or administrative action will be taken to obtain reimbursement.

c. The Commander will send all reimbursements collected to the USMEPCOM OMM (HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSO, 2834 Green Bay Road, North Chicago, IL 60064-3091). The Commander will include a DD Form 1131, Cash Collection Voucher, citing the accounting classification number: 21R3210.0001. **Note**: the USMEPCOM OMM will forward, through HQ USMEPCOM J-8/Resource Management Directorate (J-8/MERM), the reimbursement to the Defense Finance and Accounting Service (DFAS), (Commander, Defense Finance and Accounting Service-Indianapolis, Department 3404, 8899 East 56th Street, Indianapolis, IN 46249-3804).

3-4. Refunds

OMMs may request postage refunds for spoiled or unused postage imprints or meter tapes. The OMM will follow guidance by the current postage equipment vendor when requesting postage refunds. Complete PS Form 3533, Application for Refund of Fees, Products and Withdrawal of Customer Accounts; according to DoD 4525.6 M, paragraph 6. PS Form 3533 is not available online; OMMs should contact the local Post Office (P.O.) for assistance. The OMM will obtain a refund from the local P.O. and buy stamps in First-Class postage 1 ounce denominations and 2 ounce denominations, and use the stamps on outgoing mail. The OMM will keep track of spoiled or unused stamps until depleted. The OMM will retain maintain a copy of postage refund records PS Form 3533 and the quarterly postage expenditure under Record Number 25-51a/400B, "Official Indicia Costs" (see Appendix A, Section III) according to recordkeeping guidance via the Army Records Information Management System (ARIMS).

3-5. Directory Mail

- a. Directory mail is mail that cannot be delivered as addressed. Examples include:
 - (1) Incomplete address.
 - (2) Incorrect address.
 - (3) Addressee has transferred.
 - (4) Unclaimed or refused mail.
- b. First-Class and Priority directory mail. Forward First-Class and Priority mail to the addressee for 1 year. When no forwarding address is available, the article will be returned to the sender and endorsed with the reason for non-delivery.
- c. Periodical directory mail. Periodicals are magazines or any other publication printed at least quarterly. Forward periodicals for 60 days after an individual has transferred. Return periodicals to the servicing P.O. if received after the 60-day forwarding period has expired and notifications to publishers have been made. Endorse mail with "forwarding period expired undeliverable as addressed."

3-6. Special Services

None of the special services listed below will be utilized unless required by HQDA, DoD, or USMEPCOM regulations.

a. Registered mail. Registered mail is the most secured service the USPS offers. It incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Only First-Class or Priority mail may be registered. Postal insurance is available for registered mail with a monetary value up to \$25,000.

- b. Certified mail. Certified mail provides the sender with a mailing receipt and a delivery record at the P.O. of address (receiving P.O.). No insurance coverage is provided. Certified mail is dispatched and handled in transit as ordinary mail. Delivery confirmation of certified mail can be obtained on the <u>USPS</u> website. Only First-Class or Priority mail may be certified.
- c. Insured mail. Insured mail provides indemnity coverage for lost, rifled, or damaged articles. Numbered insured mail may be used only for accountability reasons when proof of delivery is required. Insurance is available for all classes of mail with a monetary value up to \$5,000.
- d. Return receipt. Return receipts provide the sender with evidence of delivery. Return receipts are available before or after the time of mailing. The service may be obtained only for mail sent with the special services listed above. **Note:** Endorse return receipt service with "return receipt requested" or "return receipt requested showing addressee's address." Endorsement will be placed above the delivery address and to the right of the return address.
- e. Permit mail. Mailing permits are permission to use a certain postage payment method for bulk and commercial mailings. Permit mail is normally not used within USMEPCOM; however, it may be used when it is cost-effective on large volume mailings of items with a uniform size and weight. The USPS DMM provides detailed information on using permit mail.
- (1) Users will request permit mail, by memorandum, to the USMEPCOM OMM (Commander, USMEPCOM, ATTN: J-1/MEHR-SD-MSO, 2834 Green Bay Road, North Chicago, IL 60064-3091) with pertinent and detailed information.
- (2) USPS requires advance notice on permit mailings. OMMs will determine the most cost-effective method of mailing, and make arrangements with postal officials. Required permit imprint formats are illustrated in the DMM.
 - (3) Each mailing activity desiring to use a permit will obtain and pay for its own permit mailings.
 - f. USPS express mail.
- (1) USPS express mail is the highest priority in mail handling. Use USPS express mail service only when mail is time-sensitive and UPS FedEx services are not available. USPS express mail will not be used:
- (a) When responding to directed actions or requests for information, except requirements with a short suspense.
- (b) On days before weekends or holidays, unless the sender has verified that someone will be available to accept it.
- (2) USPS express mail is available for mailable items with a maximum weight of 70 pounds and a combined length and girth of up to 108 inches.
- (3) The OMM or Unit Mail Clerk will examine and approve each next-day mailing to verify the importance and cost-effectiveness of using USPS express mail. Senders using this service will include a <u>UMF-25-50-9-E</u>, <u>Private Carrier Request and Justification for Next Day Service</u>, with the shipment.

- g. Delivery confirmation. Delivery confirmation service provides the date, ZIP code, and time the article was delivered. If delivery was attempted, the date and time the attempted delivery was made will be provided.
- (1) First-Class mail: parcels, envelopes, and small packages weighing 13 ounces or less. First-Class mail applies only to boxes or envelopes measuring at least ¼-inch at the thickest point.
 - (2) Priority mail: parcels weighing over 13 ounces up to 70 pounds.
- (3) Package service: parcels, small and large packages, envelopes, and tubes. Package service includes parcel post, media mail, bound-printed matter, and library mail.
- (4) Standard mail: parcel items weighing less than 16 ounces can be sent at discounted presort and automation rates. Standard mail is available only for pieces subject to the residual shape surcharge and mailed at the electronic rate.
 - (5) Parcel select: large volumes of packages sent at a discount rate.

3-7. Processing Accountable Mail

- a. Incoming accountable mail. Each OMM/Unit Mail Clerk will ensure receipts are filed from acceptance to delivery for accountable mail. The accountable mail will be signed for by the addressee, Mail Clerk, or Mail Orderly (e.g., USPS registered, certified, and insured, FedEx, UPS, DHL, and MEPS testing material). The OMMs/Unit Mail Clerks will:
 - (1) Receive and record accountable mail before transferring the mail shipment to the addressee.
- (2) Verify accountable mail by producing the mail shipment, or by showing an authorized receipt of transfer.
- (3) Use <u>UMF 25-50-4-E</u>, <u>Record of Accountable Mail</u>, to record accountable mail and maintain completed forms.
- b. Outgoing certified, registered, return receipt, and insured mail. PS Form 3877 will be used to dispatch outgoing accountable mail to post/base mailrooms and to the USPS. In cases where accountable mail is being dispatched to an Air Force post/base mailroom, the use of AF IMT 627 form is authorized.
- (1) Senders requesting certified, registered, return receipt, and insured mail service will complete a PS Form 3877, Firm Mailing Book for Accountable Mail. Senders will submit a completed PS Form 3877, along with the mail, to their unit mailroom. The OMM or Unit Mail Clerk will sign for the accountable item and file the original PS Form 3877.
- (2) Senders will keep a copy in their section log book. Sections will begin a new <u>PS Form 3877</u> log book at the beginning of each calendar year. when shipping three or more pieces for mailing at one time. The use of Air Force IMT 627 (Application for Registration or Certification of Official Mail) form is authorized for MEPS located on joint base installations.
- c. Accountable mail receipts and documentation (including UMF 25-50-4) will be retained under Record Number 600-8-3g/600A, "Accountable Mail Receipts" (see <u>Appendix A, Section III</u>).

3-8. Private Carriers

Due to rate changes, follow the postal guidance from the HQ USMEPCOM OMM to ensure the least expensive carrier for the mailing requirement is utilized. For all mailings, the least expensive carrier will be used for the service required unless otherwise prescribed by regulation.

- a. UPS FedEx. MEPS OMMs and The the HQ USMEPCOM OMM is the primary point of contact for establishing all UPS Government accounts. may contact the local FedEx office to establish a Government account. Payment is made using the MEPS GPC.
- b. UPS FedEx offers reduced rates, a free automated UPS FedEx online shipping and tracking system, and free supplies for companies utilizing Government contracts. Services offered by UPS FedEx are as follows:
 - (1) Air and ground services.
- (2) Free automated UPS FedEx ship system for shipping/tracking the package from sender to receiver.
 - (3) Guaranteed next-day delivery, where available, including Saturday delivery.
 - (4) Free packaging materials (e.g., boxes, envelopes).

Note 1: FedEx shipping option "First Overnight" is not authorized. UPS FedEx shipping options—"Next Day Air Priority Overnight" and "Standard Overnight" is reserved for mission-critical shipments. UPS FedEx does not deliver to Army Post Office (APO), Diplomatic Post Office (DPO), Fleet Post Office (FPO), or P.O. Box addresses.

Note 2: Contact UPS-FedEx-customer support for scale calibration.

- c. DHL. MEPS OMMs and the HQ USMEPCOM OMM may contact the local DHL office to establish a Government account. Payment is made using the MEPS GPC. DHL offers reduced rates, a free automated DHL online shipping and tracking system, and free supplies for companies utilizing Government contracts. Services offered by DHL are as follows:
 - (1) Air services.
- (2) Free automated DHL ship system for shipping and tracking the package from the sender to the receiver.
 - (3) Guaranteed next-day delivery, where available, including Saturday delivery.
 - (4) Free packaging materials (e.g., boxes, envelopes).

Note 1: Honolulu is the only MEPS authorized to use DHL.

Note 2: Follow the postal guidance of the USMEPCOM OMM to ensure you are using the most cost-effective carrier.

3-9. Justification Forms

Mailroom personnel will examine and approve next-day mail service requests. Senders will include <u>UMF 25-50-9-E</u> (Private Carrier Request and Justification for Next Day Service) (UPS Request and Justification for Next Day Service) with shipments for next-day mail service, signed by a supervisor or equivalent in block 7a8. UMF 25-50-9-E will be required for all UPS shipments except those listed in paragraph 3-9 (Note 1). The OMM or Unit Mail Clerk will enter the assigned UPS FedEx shipment tracking number, check the appropriate approval box, and sign and date the <u>UMF 25-50-9-E</u> in the mail center use-only box. If shipment delivery is scheduled for a weekend or holiday, the requesting official will ensure the addressee will be present to receive the shipment and to avoid additional charges. MEPS Commander or respective HQ USMEPCOM Director/Special Staff Officer written approval is required for weekend or holiday shipments. Completed UMF 25-50-9-E will be retained under 600-8-3z/600A: "Mail Controls" (see Appendix A, Section III).

Note 1: MEPS medical sections sending drug and alcohol testing and human immunodeficiency virus specimens do not require a UPS Request and Justification for Next Day Service nor do MEPS testing sections sending any controlled test material or MEPS operations sections sending MEPS-to-MEPS applicant packets. However, justification is required for Saturday or holiday deliveries according to <u>UMR 611-1, Enlistment Qualification Tests</u>. MEPS medical sections will ship applicant urine specimens using UPS Next Day Air FedEx priority overnight via FedEx preprinted billable stamps and will <u>not</u> mark the urine specimens for Saturday delivery when the specimens are collected on a Friday.

Note 2: With the exception of Honolulu and San Juan, MEPS medical sections will ship their drug and alcohol urine specimens via preprinted FedEx Billable Stamps. San Juan MEPS will ship its drug and alcohol urine specimens via FedEx shipping option International Priority.

Note 2: UPS FedEx "handwritten" Airbills are not authorized for routine shipments between HQ and MEPS, or between MEPS'. UPS FedEx "handwritten" Airbills will only be used for emergency purposes (i.e. loss of electricity, or loss of network connectivity) or when there has been a compromise of accountable testing material.

Note 3: At no time will a declared value be placed on urine or human immunodeficiency virus specimens.

Note 4: <u>UMF 25-50-9-E</u>, block 87a, will be signed by a supervisor or equivalent for all <u>UPS Next Day shipments</u>.

Note 5: The contents of UPS Next Day Air FedEx Standard and Priority Overnight shipments must be documented in block 4 of UMF 25-50-9-E.

3-10. OMDMP Inspections

- a. Formal inspections. The USMEPCOM Inspector General will conduct formal inspections of MEPS postal operations using the Organizational Inspection Program (OIP) Inspection Guide, Appendix E. The USMEPCOM OMM will conduct formal postal inspections using UMF 25-50-6-E.
- b. Informal inspections. OMMs will conduct informal postal inspections twice a year, at 6-month intervals, using <u>UMF 25-50-6-E</u>. "Unsatisfactory" ratings must be corrected within 30 days of identification. When the form is completed semiannually, email or fax a copy of the form to the USMEPCOM OMM. UMF 25-50-6-E is due NLT January 15th and July 15th respectively or the next business day if the 15th falls on a weekend or holiday. The USMEPCOM OMM files the form in the MEPS folder located in the HQ USMEPCOM Mailroom.

c. Postal assistance visit. MEPS OMMs may request a postal assistance visit from the USMEPCOM OMM to ensure postal operations comply with postal regulatory guidance and this UMR. OMMs may also request postal training for their staff. The MEPS OMM will request the visit through the appropriate Sector to HQ USMEPCOM (J-1/MEHR-SD-MSO) by email or fax. These visits also inform MEPS personnel of the latest changes in mailing procedures and automated technologies for postal operations and help identify the most cost effective solutions to mail operations. When conducting a postal assistance visit, the USMEPCOM OMM will conduct a postal inspection using UMF 25-50-6-E.

The USMEPCOM OMM will retain UMF 25-50-6-E under Record Number 600-8-3c/600A, "Postal Activity Inspections and Audits" (see <u>Appendix A, Section III</u>) file the form in the <u>MEPS folder located in the HQ USMEPCOM mailroom.</u>

Section II
Distribution Management

3-11. Hours of Operation and Release of Mail

- a. USMEPCOM and unit mailrooms will schedule the first delivery of mail to the action offices within 1 hour after the start of a normal workday, or 1 hour after receipt of incoming USPS mail.
- b. USMEPCOM and MEPS action offices will release outgoing mail according to USPS dispatch to allow sufficient processing time by USMEPCOM and unit mailrooms.
- c. OMMs will post the hours of operation outside the unit mailroom. The OMM will post a memorandum listing personnel authorized access to the unit mailroom. The memorandum will be signed by the Commander or the OMM's Director.

3-12. Sorting and Routing

The OMM or Unit Mail Clerk will sort and route mail as follows:

- a. Sort to compartments using a sorting rack.
- b. Use an Optional Form (OF) 41, Routing and Transmittal Slip, to route mail that requires special routing instructions.
 - c. Mail addressed with an individual's name on the first line will be routed unopened.
- d. Official mail with an office symbol on the attention line of the address will be routed unopened to that office or section. Commanders have the option of official mail being delivered opened or unopened.

3-13. Military Liaison Mail Support

The only mailing support given to the military Service Liaisons/Guidance Counselors (SL/GCs) will be the shipping of applicant packets that go through the MEPS' packet breakdown section, IAW UMR 55-2 (Recruit Travel) and shipping of MEPS-to-MEPS applicant packets IAW UMR 601-23 (Enlistment Processing). See paragraph 2-5d(3) when shipping correspondence that contains PHI or PII. Military liaisons SL/GCs are responsible for all other mailing costs. This will be done for USPS official mail shipments only. This does not include any other carrier (i.e. UPS, FedEx, or DHL). The postage meter machines support the use of separate accounts. MEPS, at their discretion, can allow the military liaisons to have their mail processed by the MEPS, but only if the military liaisons pay in advance with a military interdepartmental purchase request. If this option is used, MEPS mail personnel will monitor these accounts

to ensure there is funding to cover the mailing costs.

3-14. Recurring Reports

a. Quarterly Positive Accountability Postage Administration System (PAPAS) Report. Quarterly PAPAS figures are to be reported by MEPS that do not have postage equipment using <u>UMF 25-50-10-E</u>, <u>Quarterly Positive Accountability Postage Administration System (PAPAS) Report</u>. This must be submitted by the 20th day of the month following the end of the quarter, or the Monday thereafter if the 20th day falls on a weekend or holiday. The primary or alternate MEPS OMM will submit the required figures to the HQ USMEPCOM OMM, via email. The required information includes: the individual dollar amount total of FedEx, DHL FedEx CNP/DAT (urine) shipments, and USPS expenditures. Completed UMF 25-50-10-E will be retained under Record Number 25-51a/400B, "Official Indicia Costs" (see <u>Appendix A</u>, <u>Section III</u>). and any other mail carriers used for that specific quarter. USPS information is not required from MEPS with postage meters because the HQ USMEPCOM OMM will have the usage amounts from which to extract those figures. For MEPS without postage meters, the same information is required. Additionally, they are required to send the total amount of USPS postage they used for the quarter. USPS expenditures can be obtained from the mail personnel who metered the mail.

Section III

Processing Personnel Through Unit Mailrooms

3-15. Incoming Personnel

Incoming personnel will in-process through the unit mailroom. The OMM or Unit Mail Clerk will maintain an up-to-date mail directory file for personnel served, and scheduled to arrive. The mail directory file is updated monthly and is used for sorting incoming mail. Personnel arriving on Permanent Change of Station (PCS) orders may receive unofficial mail through the unit mailroom for a maximum of 120 days.

3-16. Outgoing Personnel

Outgoing personnel will out-process through the unit mailroom. The OMM or unit Mail Clerk will delete the individual's name from the mail directory file. For military personnel, DA Form 3955, Change of Address and Directory Card, may be used. DA Form 3955 is not available online and must be obtained through the local MEPS Forms and Publications Manager.—OMM. Completed DA Form 3955 will be retained under Record Number 600-8-3e/600A, "Postal Directories" (see Appendix A, Section III) must be maintained on file IAW ARIMS requirements. For records numbers and disposition instructions, contact your local Records Manager.

Chapter 4 Mail Bombs/Suspicious Packages

4-1. Mail Bombs/Suspicious Packages

Mail Bomb Characteristics. Mail bombs can be enclosed in either a letter or a parcel. Its outward appearance is limited only by the imagination of the sender. Mail bombs may, or may not, have one or more of the characteristics listed below.

They may even appear to be official mail. Your local police and the nearest Postal Inspector in charge (obtain the address from your post office) can provide more information about mail bombs and what to do when a piece of mail is suspected to be a potential bomb. Most mail bombs are aimed at a specific person and so are designed to explode when opened.

- a. All mail bombs may:
 - (1) Bear restricted endorsements such as "personal" or "private."
 - (2) Have an inaccurate addressee's name and/or title.
- (3) Have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
 - (4) Have protruding wires, aluminum foil, or oil stains visible, and may give off peculiar smells.
 - (5) Have a large number of postage stamps.
 - (6) Feel rigid or appear uneven or lopsided.
 - b. Parcel mail bombs may:
 - (1) Appear unprofessionally wrapped with several combinations of tape.
 - (2) Be endorsed "Fragile-handle with care" or "Rush-do not delay."
 - (3) Make a buzzing or ticking noise, or a sloshing sound.
- **4-2. Bomb Threat Precautions.** If you have any reason to believe a letter or parcel is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent. Take the following actions:
 - a. Do not open the item.
 - b. Isolate the item and evacuate the immediate area.
 - c. Leave the item in an open area where a robot can easily pick it up and move it.
- d. Do not put the item in water or a confined space such as a desk drawer or a filing cabinet. If it is placed there and it explodes, pieces of the drawer or cabinet will become flying shrapnel and injure those trying to remove it.

- e. If possible, open windows in the immediate area to assist in venting potentially explosive gases.
- f. Find out if the addressee is expecting the letter or parcel and advise the addressee that it may contain a bomb.
 - g. Immediately contact your local police and postal inspector for professional assistance.

4-3. Place Bombs

- a. Place bombs are bombs that are put in place by the bomber. Do not move suspicious items or items near them. Immediately evacuate the area and notify your security office.
 - b. Place bombs may be aimed at anyone near them, or a specific person.
- c. Place bombs may explode when they are moved, when something else is moved, at a specific time, or by remote control.
- d. Place bomb may be in a vehicle, a box, a briefcase, a toy, or anything else. The appearance and placement of a place bomb is limited only by the imagination of the bomber. There may or may not be a warning about the bomb from the bomber.

4-4. Biological And Chemical Threats

- a. The Center for Disease Control recommends the following actions be taken if your activity receives an Anthrax threat.
- b. Double bag the letter in zipper-type plastic bags using latex gloves and a particulate (or tuberculosis) mask.
- c. Notify both local police (military and civilian) and the Federal Bureau of Investigation (they will arrange to collect the letter) of the threat.
 - d. Notify the local, county and State health departments.
 - e. Notify the State emergency manager.
- f. Ensure all persons who have touched the letter wash their hands with soap and water. Hand washing is sufficient for those who have touched the envelope and letter. Decontamination or prophylaxis is not warranted.
- g. List all persons who have touched the letter and/or envelope and provide the list to public health authorities.
- h. Notify the Center for Disease Control Emergency Response at (770)488-7100. Also call them if you have any questions or need more information.

Chapter 5 Mailroom/Shipping Solution Security

- **5-1. Mailroom Security.** The OMM will post a memorandum listing personnel authorized access to the unit mailroom for performance of official mail duties only. The memorandum will be signed by the Commander or the OMM's Director.
- **5-2. Shipping Solution Security.** All shipping solution users (i.e. UPS CampusShip or Stamps.com) are required to have their own unique username and password credentials. The sharing of such credential is not authorized.

Appendix A References

Section I

Publications referenced in or related to this regulation

10 USC 801

Uniform Code of Military Justice

AR 11-2

Managers' Internal Control Program

AR 25-51

Official Mail and Distribution Management

AR 25-55

The Department of the Army Freedom of Information Act Program

AR 25-400-2

The Army Records Information Management System (ARIMS)

AR 690-700

Personnel Relations and Services (General)

DoD 4525.6-M

DoD Postal Manual

DoD 4525.8-M

DoD Official Mail Manual

USMEPCOM Regulation 37-1

USMEPCOM Financial Management

USMEPCOM Regulation 55-2

Recruit Travel

USMEPCOM Regulation 601-23

Enlistment Processing

USMEPCOM Regulation 611-1

Enlistment Qualification Tests

USPS Postal Bulletins

USPS Publication 25

Designing Letter and Reply Mail (available at local P.O.)

USPS Publication 28

Postal Addressing Standards

Section II

Forms referenced in or related to this regulation

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 3955

Change of Address and Directory Card

DD Form 285

Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly

DD Form 1131

Cash Collection Voucher

Optional Form 41

Routing and Transmittal Slip

PS Form 3877

Firm Mailing Book for Accountable Mail

PS Label 107

Priority Mail Sticker (available through servicing postal facility)

USMEPCOM Form 25-50-4-E

Record of Accountable Mail

USMEPCOM Form 25-50-6-E

Mail Manager's Inspection Guide

USMEPCOM Form 25-50-9-E

UPS Request and Justification for Next Day Service

USMEPCOM Form 25-50-10-E

USMEPCOM Form 25-50-11-E

Official Mail Manager Weekly Inspection Log

USMEPCOM Form 350-1-15-E

Training Attendance Roster

Section III

Record Numbers/Disposition Instructions

RN 25-51a/400B: "Official Indicia Costs"

PA: N/A

Keep in office file for 2 years, then destroy. (Referenced in paragraph 3-4, paragraph 3-14)

RN 600-8-3a/600A: "Postal Personnel Designations"

PA: A0065AHRC

Keep in office file for 2 years after termination of appointment, then destroy.

(Referenced in paragraph 1-6c, paragraph 1-7c)

RN 600-8-3c/600A: "Postal Activity Inspections and Audits"

PA: N/A

Keep in office file for 1 year, not to exceed 6 years, then destroy.

(Referenced in paragraph 1-4e(8), paragraph 3-10c)

RN 600-8-3e/600A: "Postal Directories"

PA: A0065AHRC; A0001DAPE

Keep in office file for 1 year after transfer or separation of individual, then destroy.

(Referenced in paragraph 3-16)

RN 600-8-3g/600A: "Accountable Mail Receipts"

PA: N/A

Keep in office file for 1 year, then destroy.

(Referenced in paragraph 3-7c)

RN 600-8-3z/600A: "Mail Controls"

PA: N/A

Upon completion, keep in office file for 6 months, then destroy.

(Referenced in paragraph 3-9)

Appendix B

Sample Memorandum for Additional Duty Appointment

This appendix provides a sample memorandum for an additional duty appointment.

(LETTERHEAD)

(OFFICE SYMBOL) (Month, day, year,)

MEMORANDUM FOR SFC John D. Doe

SUBJECT: Additional Duty Appointment

Effective (month, day, year), SFC John D. Doe, Syracuse MEPS, (telephone number), is assigned the following additional duty: Official Mail Manager.

Authority: USMEPCOM Regulation (UMR) 25-50, Official Mail and Distribution Management Program (OMDMP).

Purpose: Perform duties as outlined in UMR 25-50.

Period: Until officially relieved from appointment or assignment.

Special instructions: None

Commander's signature block

DISTRIBUTION:

- 1-Individual
- 1-MEPS file
- 1-USMEPCOM OMM

Appendix C

Internal Control Evaluation Checklist—Official Mail and Distribution Management Program

C-1. Function

The functions covered by this checklist pertain to the OMDMP.

C-2. Purpose

The purpose of this checklist is to assist Commanders and OMMs in evaluating the state of management controls in this program area. It is not intended to cover all controls.

C-3. Instructions

Answers will be based on actual testing of key internal controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls will be evaluated at least every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2.

C-4. Test questions

Reference <u>UMF 25-50-6-E</u>:

- a. Is <u>UMF 25-50-6-E</u> completed twice a year, at 6-month intervals, with a "satisfactory" rating and forwarded to HQ USMEPCOM OMM?
 - b. Are "unsatisfactory" ratings promptly corrected within 30 days?
- c. Does the OMM understand the principle of shipping packages that weigh more than 13 ounces? How long can a newly assigned MEPS employee receive personal mail at the MEPS address?
 - d. What is the civilian pay grade requirement when appointing OMMs?

C-5. Comments

Users may help make this a better tool for evaluating internal controls by submitting comments to HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSO, 2834 Green Bay Road, North Chicago, IL 60064-3091.

Appendix D

Sample Memorandum for Military Entrance Processing Station Postal Assistance Visit

This appendix provides a sample memorandum for requesting a representative from the Official Mail and Distribution Center (OMDC) to assist the MEPS OMM.

(LETTERHEAD)

(OFFICE SYMBOL) (mmddyyyy)

MEMORANDUM FOR COMMANDER, USMEPCOM, ATTN: J-1/MEHR-SD-MSO

THROUGH COMMANDER, (EASTERN OR WESTERN SECTOR)

SUBJECT: Request for MEPS Postal Assistance Visit

Respectfully request a representative from the HQ USMEPCOM Official Mail and Distribution Center be authorized to visit the (city) Military Entrance Processing Station. The purpose of this visit is to assist our Official Mail Manager in ensuring postal operations are conducted IAW USMEPCOM Regulation 25-50, Official Mail and Distribution Management Program (OMDMP).

Requested date for the visit is (date). Alternate date for the visit is (date). If you concur with this request, please indicate by same-page endorsement and return this letter within 30 days of the date of this letter.

MEPS Commander's signature block

Appendix E Sample DD Form 285

Figure E-1. Sample of a Completed DD Form 285

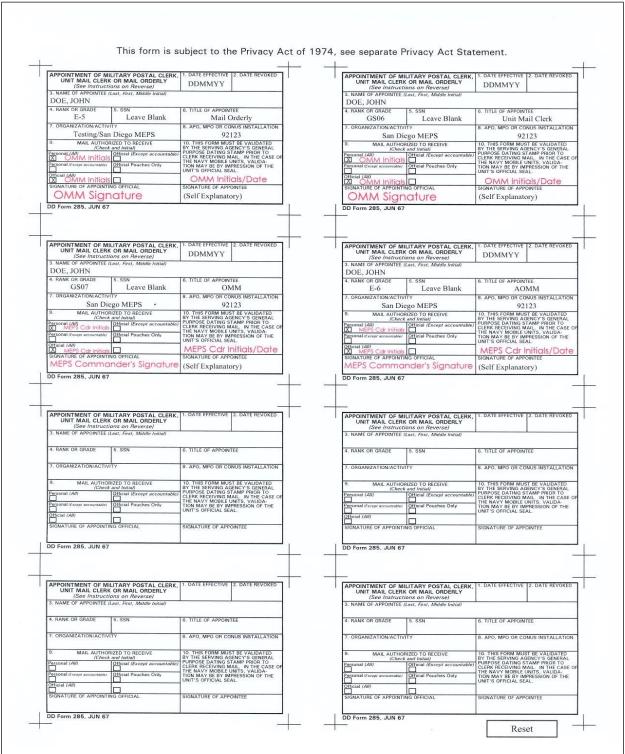


Figure E-1. Sample of a Completed DD Form 285

Appendix F Sample UMF 25-50-11-E

Figure F-1. Sample of a Completed UMF 25-50-11-E

	OFFICIAL MAIL MANAGER WEEKLY INSPECTION LOG		
	(For use of this form, see USMEPCOM Regulation 25-50)		
Month/Year: December, 2014			
Date	Spot Check Incoming & Outgoing Mail		
Date	OMM Notes and Initials Outgoing letter mail was hand written.		
Week 1	LKW		
Week 2	Improper amount of postage was placed on outgoing mail. LKW		
Week 3	Accountable mail was left unattended. LKW		
Week 4	UMF 25-50-4-E not up to date. Files not purged in accordance with Regulations. LKW		
Week 5 (If needed)	Staff member receiving personal mail. Staff member has been on board over 2 years. LKW		

USMEPCOM FORM 25-50-11-E, NOV 2015

Replaces USMEPCOM FORM 25-50-11-E, APR 2014, which is obsolete

Figure F-1. Sample of a Completed UMF 25-50-11-E

Appendix G Sample UMF 350-1-15

Figure G-1. Sample of a Completed UMF 350-1-15

NAME OF TRAINING EVENT			
DATE			
TRAINING INSTRUCTOR			
PRINTED NAME (LAST, FIRST)	DIRECTORATE/SECTOR/STATION	TELEPHONE	SIGNATURE
1.			
2.			
3.			
4.			
5.			
5.			
7.			
В.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			

USMEPCOM Form 350-1-15 MAR 2015

Replaces USMEPCOM Form 350-1-15-E, APR 2012, which is obsolete

Figure G-1. Sample of a Completed UMF 350-1-15

Appendix H Sample DA 11-2, Internal Control Evaluation Certification

Figure H-1. Sample of a Completed DA 11-2

INTERNAL CONTROL EVALUATION CERTIFICATION For use of this form, see AR 11-2; the proponent agency is ASA(FM&C).	
For use of this form, see AR 11-2: the proponent agency is ASA/FM&C)	UMR 25-50
are as an analysis and the properties agency is more.	2. DATE OF REGULATION
	20130601
. ASSESSABLE UNIT	
77 MEPS	
FUNCTION	
Official Mail and Distribution	
METHOD OF EVALUATION (Check all that apply)	
a. CHECKLIST UMR 25-50 b. ALTERNATIVE METHOD (Indicate)	method)
Civile 25-50	
PPENDIX (Enter appropriate letter)	
. EVALUATION CONDUCTED BY	
. NAME (Last, First, MI)	b. DATE OF EVALUATION
Official Mail Manager Information	
 REMARKS (See Attached) Ise this block to describe the method used to test key controls, the internal control weakne 	ess(es) detected by the evaluation (if any) and
ne corrective action(s) taken. (THIS IS MANDATORY)	, , , , , , , , , , , , , , , , , , , ,
METHOD OF TESTING KEY CONTROLS (Check all that apply)	S2_33 S0_33
Direct Observation Review of Files or Analysis Sampling	Simulation Interviews
Other Documentation	
Other (Explain) EVALUATION RESULTS (Include specific items tested):	
is described	
. INTERNAL CONTROL DEFICIENCIES DETECTED, IF ANY. (Include potential material	il weaknesses):
is described	
DESCRIBE CORRECTIVE ACTIONS TAKEN, IF APPLICABLE.	
us described	
CERTIFICATION	
certify that the key internal controls in this function have been evaluated in accordance wit nternal Control Program. I also certify that corrective action has been initiated to resolve ar	
nd corrective actions (if any) are described above or on attached documentation. This cer	rtification statement and any supporting
ocumentation will be retained on file subject to audit/inspection until superseded by a sub-	
ASSESSABLE UNIT MANAGER	
1) Typed Name and Title	
AND AND DESCRIPTION OF THE PROPERTY OF THE PRO	
ÆPS Commander	
MEPS Commander	L DATE CEDITIES
IEPS Commander 2) Signature	b. DATE CERTIFIED
	b. DATE CERTIFIED

Figure H-1. Sample of a Completed DA 11-2

Appendix I Glossary

Section I Abbreviations

AOMM

Alternate Official Mail Manager

APO

Army Post Office

\mathbf{AR}

Army Regulation

$\mathbf{C}\mathbf{M}$

Consolidated Mail

DA

Department of the Army

DD/DoD

Department of Defense

DHL

Dalsey Hillblom Lynn

DPO

Diplomatic Post Office

$\mathbf{D}\mathbf{M}\mathbf{M}$

Domestic Mail Manual

FedEx

Federal Express

FPO

Fleet Post Office

FOIA/PA

Freedom of Information Act/Privacy Act

GPC

Government Purchase Card

HQ USMEPCOM

Headquarters United States Military Entrance Processing Command

IAW

In Accordance With

J-1/MEHR-SD-MSO

J-1/Human Resources Directorate—Mission Support Division—Official Mail and Distribution Branch

J-1/MEHR-PR

J-1/Human Resources Directorate—Programs Division

J-8/MERM

J-8/Resource Management Directorate

NLT

No later than

MEPS

Military Entrance Processing Station

OF

Optional Form

OIP

Organizational Inspection Program

OMDC

Official Mail and Distribution Center

OMDMP

Official Mail and Distribution Management Program

OMM

Official Mail Manager

PAPAS

Positive Accountability Postage Administration System

PCS

Permanent Change of Station

P.O.

Post Office

PS

Postal Service

SAV

Staff Assist Visit

SL/GC

Service Liaison/Guidance Counselor

UPS

United Parcel Service

U.S.

United States

USC

United States Code

UMF

USMEPCOM Form

UMR

USMEPCOM Regulation

USMEPCOM

United States Military Entrance Processing Command

USPS

United States Postal Service

ZIP

Zone Improvement Plan

Section II

Terms

Appropriated Fund Postage

Postage paid with funds appropriated by the U.S. Congress. The postage will be prepaid.

Certified Mail

A special service that provides the sender with a mailing receipt and a delivery record at the P.O. of address. Only First-Class or Priority mail may be sent certified mail.

Consolidated Mail

Two or more pieces of mail placed in one container for direct mailing to a single addressee.

Container

Any envelope, box, or pouch that will hold two or more pieces of mail.

Correspondence

Any typed, handwritten, printed, or copied material. Correspondence is considered official mail once postmarked.

First-Class Mail

Any mailable matter weighing up to and including 13 ounces.

Flat

Mail that exceeds at least one of the dimensions of letter-size mail.

Indicia

Imprint used on mail to denote payment of postage.

Insured Mail

A special service that provides indemnity coverage for a lost, rifled, or damaged article. Available for all classes of mail of monetary value.

Mail Clerk

Any individual designated by proper authority to perform mail duties in association with the operation of a unit mail room.

Mail Orderly

Any individual designated by proper authority to perform mail handling duties that are limited to the collection and delivery of mail.

Mark

Inscription placed on a piece of mail to denote a mail class or special postal service.

Metered Mail

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter, or to which a postage meter tape has been fastened.

Official Mail

Mail that pertains solely to the business of the U.S. Government.

Periodicals (formerly Second-Class mail)

Newspapers, pamphlets, or other publications that are not First-Class material, are published at least quarterly, and have an authorized periodical permit.

Private Express Statutes

A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others.

Priority Mail

Any mailable matter weighing over 13 ounces up to 70 pounds.

Registered Mail

A special service that incorporates a system of receipts to monitor the movement of mail from the point of acceptance to delivery. Only First-Class or Priority mail may be registered mail.

Return Receipt

A special service that provides the sender with evidence of delivery. The service can only be used for mail sent registered, certified, or insured.

Unofficial Mail

Mail that does not pertain solely to the business of the U.S. Government.