

Summary of Changes

USMEPCOM Regulation 25-50, 28 September 2001
Information Management – Records Management
Official Mail and Distribution Management Program (OMDMP)

This revision has no new policy; it has administrative changes only. Administrative changes include—

- A revision of USMEPCOM Form 25-50-9-R-E (Justification for Next-Day Mail Service).
- A clarification on the process of designating mail clerks and mail orderlies (par. 1-6).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

USMEPCOM Regulation
No. 25-50

28 September 2001

Effective Date: 29 October 2001
Information Management - Records Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT PROGRAM (OMDMP)

FOR THE COMMANDER:

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Summary. This regulation establishes policy for the Official Mail and Distribution Management Program (OMDMP). It provides procedures for correspondence, distribution management, mailing, and postal meters. It also revises United States Military Entrance Processing Command (USMEPCOM) Form USMEPCOM Form 25-50-6-R-E (Mail Manager's Inspection Guide).

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

Supplementation. Supplementation to this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: MHC-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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: MHC-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation is subject to the requirements of Army Regulation (AR) 11-2. It contains key management control provisions. Appendix F contains a Management Control Evaluation Checklist, using USMEPCOM Form 25-50-6-R-E (Mail Manager's Inspection Guide), for conducting management control reviews (for example, Inspector General (IG) inspections, staff assistance visits, postal assistance visits, audits, command inspection programs).

*This regulation supersedes USMEPCOM Regulation 25-50, 20 October 2000.

Contents

	Paragraph	Page
Chapter 1		
Introduction		
Purpose	1-1	1-1
References	1-2	1-1
Abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Official mail managers appointments	1-5	1-3
Appointment of unit mail clerks/mail orderlies	1-6	1-3
Chapter 2		
Official Mail		
<i>Section I</i>		
<i>Mail</i>		
Official mail	2-1	2-1
Personal mail or unofficial correspondence	2-2	2-1
Private express statutes	2-3	2-1
Penalties and controls	2-4	2-1
<i>Section II</i>		
<i>Mail Preparation</i>		
Mail entry and labeling requirements	2-5	2-2
Envelopes	2-6	2-2
Packaging	2-7	2-2
Mail consolidation	2-8	2-3
Addresses	2-9	2-3
Zone Improvement Plan (ZIP) codes	2-10	2-3
Mail classifications	2-11	2-3
Parcels	2-12	2-4
Chapter 3		
Postal Equipment, Postage Accountability, and Mailroom Administrative Procedures		
<i>Section I</i>		
<i>Postage and Mail Equipment</i>		
Metering equipment	3-1	3-1
Meter licenses	3-2	3-1
Meter settings and payments	3-3	3-2
Reporting misuse of appropriated fund postage	3-4	3-2

	Paragraph	Page
Positive Accountability Postage Administration Systems (PAPAS) reports	3-5	3-3
Refunds	3-6	3-3
Directory mail	3-7	3-3
Special services	3-8	3-4
Processing accountable mail	3-9	3-5
Private carriers	3-10	3-6
Justification forms	3-11	3-7
OMDMP inspections	3-12	3-7

Section II

Distribution Management

Hours of operations and release of correspondence	3-13	3-7
Routing	3-14	3-8
Sorting	3-15	3-8

Section III

Processing Incoming and Outgoing Personnel Through the OMDC

Incoming personnel	3-16	3-8
Outgoing personnel	3-17	3-8

Appendixes

- A.** References
- B.** Sample Memorandum Format for an Additional Duty Appointment
- C.** Instructions for Completing DD Form 2260 (Unit Mail Clerk/Orderly Designation Log)
- D** Instructions for Completing USMEPCOM Form 25-50-7-R-E
- E.** Instructions for Completing USMEPCOM Form 25-50-4-R-E
- F.** Management Control Evaluation Checklist
- G.** Sample Memorandum Format for MEPS Postal Assistance Visit

Glossary

Chapter 1

Introduction

1-1. Purpose

This regulation establishes policy 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.

1-2. References

References are listed in appendix A.

1-3. Abbreviations and terms

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

1-4. Responsibilities

a. Commanders will—

(1) Appoint primary and alternate official mail managers (OMM) in writing by memorandum and Defense Department (DD) Form 285 (Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly) according to Army Regulation (AR) 25-51, paragraph 1-5. See sample memorandum format for an additional duty appointment at appendix B.

(2) Provide adequate space and equipment for the proper handling and security of mail.

(3) Ensure that mail clerks and mail orderlies have sufficient time to properly handle mail.

(4) Keep personnel informed of the expected standards of mail service.

(5) Report and take required action on postal offenses and losses.

(6) Ensure that assigned personnel notify mail clerks immediately when a change in status (for example, leave, temporary duty, hospital, change of address) affects their mail delivery.

b. Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) directors and special staff officers will appoint HQ USMEPCOM mail orderlies.

c. Sector and military entrance processing station (MEPS) OMMs will—

(1) Designate mail orderlies (par. 1-6).

(2) Ensure mail users know when and how to contact their OMM.

(3) Supervise mail practices including the approval authority for United States Military Entrance Processing Command (USMEPCOM) Form 25-50-9-R-E (Justification Form for Next-Day Mail Service).

(4) Report misuse of official mail and alleged violators to their commanders and the USMEPCOM OMM.

(5) Establish controls on postal expenditures.

- (6) Keep the commander informed on the effectiveness of the OMDMP.
 - (7) Supervise the OMDMP.
 - (8) Inspect incoming and outgoing mail at least once a week.
 - (9) Provide training two times a year to unit mail clerks and mail orderlies.
 - (10) Monitor postage use and spoiled meter tapes.
 - (11) Order and maintain an adequate stock of postal related items (for example, envelopes, cards, labels). Maintain liaison with the servicing postal facility.
 - (12) Control and account for mail including United Parcel Service (UPS), Federal Express (FedEx), and any other secondary mail shipping sources.
 - (13) Appoint mail clerks and alternates on DD Form 285.
- d. Unit mail clerks will—
- (1) Provide mail service.
 - (2) Safeguard mail at all times.
 - (3) Perform prompt directory service on undeliverable mail.
 - (4) Process accountable mail and maintain accountable mail records.
 - (5) Correct discrepancies noted on postal inspections and staff assist visits.
 - (6) Report known or suspected postal offenses to their OMM, commander, and the USMEPCOM OMM immediately.
 - (7) Maintain an up-to-date mail directory log for personnel being served and scheduled to arrive (for example, spreadsheet, alpha roster, recall roster). Department of the Army (DA) Form 3955 (Change of Address and Directory Card) may be used for transferred personnel.
 - (8) Maintain metering equipment.
- e. Mail orderlies will—
- (1) Pick up mail at times specified.
 - (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 or commander immediately.

1-5. Official mail managers appointments

a. Primary OMMs will be commissioned, warrant, or noncommissioned officers (E-7 or above), or Department of Defense (DOD) civilians (GS-7 or above). Alternate OMMs may be commissioned, warrant, or noncommissioned (E-5 or above) officers, or DOD civilians (GS-5 or above). Primary and alternate OMMs will be appointed by the commander on memorandum and DD Form 285. See appendix B for a sample additional-duty appointment memorandum.

b. Memorandums will be distributed as follows:

(1) **MEPS.** Provide one copy to the individual, sector, HQ USMEPCOM (MHC-MP), and MEPS unit file.

(2) **Sector.** Provide one copy to the individual, HQ USMEPCOM (MHC-MP), and sector unit file.

(3) **HQ USMEPCOM.** Provide one copy to the individual, one copy to the Army Official Mail Manager, U.S. Army Publishing and Records Management Center, ATTN: SAIS-PRP-D, 6000 6th Street, Fort Belvoir, VA 22060-5603, and HQ USMEPCOM unit file. File unit copy under file number 600-8-3a, destroy 2 years after termination of designation.

1-6. Appointment of unit mail clerks/mail orderlies

a. The OMM will complete DD Form 285 and maintain DD Form 2260 (Unit Mail Clerk/Orderly Designation Log) (file number 600-8-3a, destroy 2 years after the termination of designation) for unit mail clerks and mail orderlies. The OMM will issue a unique accountable number in block 2, Date Revoked, on DD Form 285, which will be the card number on DD Form 2260 (sample completed form at app. C). This number will not be used for any other card.

(1) Section supervisors will identify one or two individuals as mail orderlies for their sections to pick up and drop off mail at the mailroom. Supervisors will inform the OMM in writing of their selections.

(2) The OMM will complete and validate the DD Form 285 by signing the "SIGNATURE OF APPOINTING OFFICIAL" block and by initialing and dating block 10 for mail clerks and mail orderlies. The unit commander will sign, initial, and date DD Form 285, block 10, for primary and alternate OMMs.

(3) When the designated mail clerk or mail orderly is relieved, the designated appointing official will enter the revocation date on the DD Form 2260 and destroy the DD Form 285 appointing the individual relieved.

(4) The OMM or mail clerk will file DD Form 2260 under file number 600-8-3a, destroy 2 years after the termination of designation (after the last entry of the log has been revoked).

(5) It is not required to change the signatures on DD Form 285 if the appointing official or OMM changes.

b. Unit mail clerks must—

(1) Be U.S. citizens and eligible for a secret clearance (if handling registered mail).

- (2) Have no—
 - (a) Court-martial conviction.
 - (b) Punishment under the Uniform Code of Military Justice (UCMJ) that involved a postal-related incident in the last 12 months.
 - (c) Civil convictions other than minor traffic violations.
 - (d) Derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
 - (e) Psychiatric, alcoholic, or drug-abuse condition.
 - (f) Relieved for cause involving postal duties.

Chapter 2 Official Mail

Section I Mail

2-1. Official mail

Official mail is mail with postage paid by appropriated funds. Official mail is authorized only for business pertaining solely to the U.S. Federal Government.

2.2. Personal mail or unofficial correspondence

Receipt of personal, unofficial, or nonmission-related mail is prohibited except for—

- a. Personnel residing in bachelor enlisted quarters (BEQ) or bachelor officers' quarters (BOQ).
- b. Personnel arriving on permanent change of station (PCS) orders. These personnel have up to 60 days to receive personal mail through their unit mail room.

2-3. Private express statutes

- a. The USPS will be used in USMEPCOM 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.

2-4. Penalties and controls

a. Search and seizure. USPS inspections, search procedures, and postal laws apply to official mail while it is in the custody of USMEPCOM mail personnel. Official mail may be searched or seized by OMMs before postage stamps or permit imprints are affixed on the mail.

b. Penalties regarding private express statutes. Violation of the private express statutes may lead to administrative sanctions, action under the UCMJ, or other penalties under Federal law.

c. Penalty for private use. Personal use of any official envelope, label, or endorsement authorized by law to avoid the payment of postage, may lead to administrative sanctions, action under the UCMJ, or other penalties under Federal law.

d. Accounting for official mail funds. Official mail funds will be accounted for according to USMEPCOM Reg 37-1, paragraph 4-2d. Sector and MEPS OMMs will coordinate official mail and distribution matters with the USMEPCOM OMM.

e. Mail transport. Mail going outside the MEPS, sector, or HQ USMEPCOM must be transported in a closed-body Government vehicle equipped with lockable doors. Privately owned vehicles will not be used to transport mail.

f. Mail bombs. Postal personnel should 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 postal personnel in identifying a suspected letter or parcel, see DOD 4525.6-M (DOD Postal Manual) volume II, section 310. If there is any reason to suspect a letter or parcel is dangerous, immediately contact your local law enforcement officials for assistance.

Section II

Mail Preparation

2-5. Mail entry and labeling requirements

a. The return address portion of envelopes, labels, or other forms used for official mailings must have “DEPARTMENT OF DEFENSE “ typed, stamped, or machine-printed in the upper left corner above the return address. Below the return address “OFFICIAL BUSINESS” must be typed, stamped, or machine-printed. Official mail not complying with this requirement will be returned to the originator for proper format.

b. Mail pieces must be endorsed to show the class of service or rate paid (for example First Class or Priority). The endorsement must be immediately below or to the left of the postage. Preprinted rubber stamps for First Class mail are available through supply channels. Postal Service (PS) Label 107 (Priority Mail) is available through the servicing postal facility.

2-6. Envelopes

a. **Envelope size selection.** Personnel may use a number-10 white envelope when mailing six or less standard-size pages (8 ½ by 11 inches). Larger envelopes will only be used when contents exceed six pages or are not to be folded (for example, award certificates, evaluation reports). Mail personnel will report misuse of envelopes to their OMM.

b. **Use of official stamped envelopes.** Official stamped envelopes or metered mail is for official business only. The personal use of official indicia envelopes or metered mail is prohibited and punishable. Exceptions are:

(1) “Exclusive For” correspondence that contains sensitive or privileged information needing to go to a particular addressee without access by routing through or to a third party. “Exclusive For” and the name of the individual must be typed in the lower left corner of the mailing envelope outside the USPS optical character reader and bar code area.

(2) Correspondence or mail containing information covered by the Privacy Act.

(3) Dispatch of personal mail for newly arriving personnel on PCS orders. These personnel have up to 60 days to receive personal mail through their unit mailroom.

2-7. Packaging

Official mail items entering the USPS system will be packaged and presorted in accordance with the DMM, section C. Users may contact their USPS account representative for more information.

a. Correspondence too bulky to be placed in envelopes will be placed in a cardboard container, properly wrapped and sealed to avoid damage.

b. Official mail packages will be sealed and reinforced before releasing to the USPS.

2-8. Mail consolidation

Users will consolidate two or more pieces of mail directed to the same addressee or installation on the same day in one container, addressed as one piece of mail. The container may be a regular or padded envelope, box, or pouch that will hold two or more pieces of mail in accordance with DOD 4525.8-M (DOD Official Mail Manual), chapter 3. Mail shipments must be packaged as required by the DMM for the proper class of mail. A consolidated mail (CM) package address must be typed, stamped, or machine-printed immediately below the return address. CM is a reliable, cost-efficient way to ship administrative and operational communications or logistical items between MEPS, sectors, and HQ USMEPCOM. The mail remains intact while in transit and reduces the number of times the contents are sorted reducing the chance for misrouting and delayed mail. CM reduces costs because postage is paid on the total weight of the single container, not each separate piece.

2-9. Addresses

a. Users must type, stamp, or machine-print addresses 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. See example below.

Commander
HQ USMEPCOM
ATTN: MHC-MP
2834 Green Bay Road
N. Chicago, IL 60064-3094

b. When sending CM, personnel must type, stamp, or machine-print “Consolidated Mail” or “CM” immediately below the return address. CM packages are opened and sorted in the destination distribution center.

c. Personnel will use office symbols when the correspondence will be routed to a specific office.

d. Personnel will use the complete return address (a above) in the upper left-hand corner of labels and envelopes. (Personnel may use properly formatted rubber stamps).

2-10. Zone Improvement Plan (ZIP) codes

The ZIP+4 code is the standard ZIP-code format. The ZIP+4 code must be used if USPS has assigned a ZIP+4 code and is mandatory for return and delivery addresses. When a ZIP+4 code has not been assigned, the five-digit ZIP code is authorized. USPS Publication 65A (National Five-Digit Zip Code and Post Office Directory, Volumes 1 and 2) lists ZIP codes.

2-11. Mail classifications

a. **First Class/Priority mail.** First Class mail and Priority mail are the same service.

(1) First Class mail is a mailable item weighing up to 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 United States is normally within 3-5 days.

(4) Letters weighing less than 13 ounces are not required to be marked First Class. Flats weighing 3 to 15 ounces are marked First Class. Flats and other mailable items that weigh more than 16 ounces but not more than 70 pounds are required to be marked Priority (provided Priority service is requested).

b. Periodicals (formerly Second Class mail)

(1) Newspapers, pamphlets, and publications 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) Publications are published at least quarterly.

(2) Periodicals are more cost effective than other classes of mail. OMMs must contact their local USPS and provide a copy with information on frequency of publication and number of pieces per mailing. USPS will determine if the publication qualifies as periodicals.

c. Standard Mail A (formerly Third Class mail). Mailable items that are not First Class material and weigh less than 16 ounces and do not qualify as periodicals.

d. Standard Mail B (formerly Fourth Class mail). Mailable items that are not First Class material and weigh more than 16 ounces but not more than 70 pounds and that do not qualify as periodicals.

2-12. Parcels

a. Personnel will select the proper container and properly cushioned items for mailing. The DMM, section C, gives criteria for packaging and the burst strength and dimensions of acceptable containers.

b. Most parcels weighing 1 pound or more will go Priority Mail (or by UPS ground service if less expensive) unless otherwise requested. Priority packages mailed in the continental United States can weigh up to 70 pounds and measure up to 108 inches (2 X length + 2 X width = 108 or less).

c. OMMs should work closely with personnel preparing parcels. Guidance and assistance will be provided to ensure that official items are being sent by the cheapest means possible. Private carriers, such as UPS ground service, will be considered.

Chapter 3

Postal Equipment, Postage Accountability, and Mailroom Administrative Procedures

Section I

Postage and Mail Equipment

3-1. Metering equipment

a. Metering equipment cannot be leased, procured, transferred, or disposed without HQ USMEPCOM approval. Sector and MEPS OMMs must request new, additional, or replacement equipment by memorandum from HQ USMEPCOM (MHC-MP). A request must include the following:

- (1) Percentage of mail that is too large for automatic feed or postal weight scale.
- (2) Annual amount of postage used (excluding permits).
- (3) Justification as to why existing equipment cannot meet the need.

b. Meter heads may only be leased, not purchased. There are two meter register readings—ascending and descending—on postal meters. The ascending register reading is used to indicate total postage used; the descending reading shows the balance of postage remaining on the meter head. At the end of each day the OMM will record the meter readings in the PS Form 3602-A (Record of Meter Register Readings) book. The OMM will begin a new PS Form 3602-A book at the beginning of every calendar year and file the old PS Form 3602-A book under file number 600-8-3dd; destroy after 2 years. When the balance of postage remaining falls below \$100.00, sector and MEPS OMMs will contact the USMEPCOM OMM immediately to request additional postal funds (postage-by-phone, par. 3-3a).

c. Meter heads will be removed from the meter machine/base at the end of the business day. The operator must—

(1) Turn the switch to the off position, disconnect the power cord, and remove the meter head and keys from the meter machine or base and secure the head and keys in a locked container at the end of the business day.

(2) Switch the meter key to the locked position and remove and secure the key when temporarily away from the meter or not using it during business hours.

d. USPS employees must examine their postage-by-phone meters annually. The servicing postal facility will send a letter of notification to the MEPS or sector alerting them to the examination is due.

e. Each day before using, the meter operator will check the scale for accuracy. Scales must be calibrated at least once a year.

3-2. Meter licenses

Meter licenses are required for operation. The OMM must apply for a license by submitting PS Form 3601-A (Application or Update for License to Lease and Use Postage Meters) to the U.S. Postal Service National Customer Support Center. (See b below for address.) After approving an application, the USPS will issue PS Form 3601-B (Postage Meter License) and one PS Form 3602-A for each meter checked into service. A copy of the license will be provided to the requesting OMM to maintain the license under file number 600-8-3t, destroy 1 year after disapproval or 1 year after termination of authorization, as applicable.

a. The license does not have to be renewed and remains in effect until cancelled. Postage meter serial numbers are not included on the license, so a new license is not required when postage meters are replaced on a one-for-one basis or when meters are added or deleted.

b. OMMs will contact the following for a copy of their license:

Centralized Meter Licensing System
National Customer Support Center
U.S. Postal Service
6060 Primacy Pky, Ste 201
Memphis, TN 38188-0001

c. OMMs must provide a copy of their meter licenses to HQ USMEPCOM (MHC-MP).

3-3. Meter settings and payments

a. USMEPCOM operates under a centralized postage-by-phone system. The USMEPCOM OMM allots a fixed amount of postal funds to each sector and MEPS for each fiscal quarter usage and loads this fixed amount on the postage-by-phone meters at the beginning of each quarter. The sectors and MEPSs will not exceed the fixed amount without prior approval from the USMEPCOM OMM. When the balance of postage remaining on the meter falls below \$100.00, OMMs will contact the USMEPCOM OMM immediately to request additional postal funds to be loaded telephonically. Proper planning should alleviate the need to reload more than twice a quarter.

b. Sector and MEPS OMMs will reset meters only for the amount allotted by the USMEPCOM OMM. The OMMs will use the Pitney Bowes (PB) Form SV7653-B (Electronic Postage Meter Setting Worksheet) and follow the meter resetting instructions in the Pitney Bowes Operating Guide provided with every postage-by-phone meter. Each time the meter is reset, the sector and MEPS OMMs will annotate the PS Form 3602-A and file the PB Form SV7653-B under file number 600-8-3dd, destroy after 2 years.

Note: Sector and MEPS OMMs may purchase PB Form SV7653-B from Pitney Bowes through their supply channels.

c. The USMEPCOM OMM is responsible for postal meter funds and reset fee payments. Sector and MEPS OMMs are responsible for the postal meter and equipment supplies including payment for supplies.

d. OMMs will display the meter service representative's telephone number prominently in the vicinity of the meter equipment to assist in the event of malfunction or equipment failure. If the meter head is replaced, the descending amount will be refunded by the servicing post office. In the event the meter head is removed and a replacement is not provided immediately, the MEPS or sector OMM will use the International Merchant Purchase Authorization Card to purchase postal stamps for use until the meter head is replaced. Anytime postal meter equipment is replaced, the MEPS or sector OMM will immediately contact the USMEPCOM OMM with the serial numbers of the new equipment.

3-4. Reporting misuse of appropriated fund postage

a. Any person having knowledge of unauthorized usage or misuse of postage funds will report to the following individuals:

(1) The commander.

(2) The OMM within the MEPS, respective sector, and The USMEPCOM OMM.

(3) Commander or supervisor of the suspected individual(s) involved for appropriate investigation.

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

c. The commander will send any reimbursement, if collected, to the USMEPCOM OMM (HQ USMEPCOM, ATTN: MHC-MP, 2834 Green Bay Road, North Chicago, IL 60084-3094). The commander will include a DD Form 1131 (Cash Collection Voucher) citing the accounting classification number: 21R3210.0001.

Note: HQ USMEPCOM will forward the reimbursement to the Defense Accounting Office, (Commander, Defense Accounting Office-Indianapolis, Department 3404, 8899 East 56th Street, Indianapolis, IN 46249-3804).

3-5. Positive Accountability Postage Administration Systems (PAPAS) report

Postal costs will be reported each quarter of the fiscal year to the USMEPCOM OMM to prepare a consolidated PAPAS report to the United States Army Publishing and Records Management Center. Each MEPS, sector, and the USMEPCOM OMM will submit their data on USMEPCOM Form 25-50-7-R-E (Quarterly Positive Accountability Postage Administration System (PAPAS) Report) (see app. D for instructions). The form may be completed electronically or reproduced on 8 1/2- by 11- inch plain white bond paper for typing or printing. The cut-off dates for this report will be the normal fiscal year quarters. Sectors and MEPSs will submit this report via fax to HQ USMEPCOM, ATTN: MHC-MP, not later than 10 working days after the end of each quarter. The OMM will maintain these forms under file number 600-8-3c, destroy after 1 year.

3-6. Refunds

The OMM may request postage refunds for spoiled or unused meter tapes, imprints, and stamps. The OMM will complete PS Form 3533 (Application and Voucher for Refund of Postage and Fees) according to DOD 4525.6-M, volume I, chapter 6. Credit will be applied to quarterly meter settings. The OMM will maintain a copy of PS Form 3533 (and the quarterly postage expenditure worksheet) under file number 600-8-3dd along with, destroy after 2 years.

3-7. 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 will be forwarded to the addressee for 1 year. If no forwarding address is available, the article will be returned to sender and endorsed with the reason for nondelivery.

c. Periodical directory mail will be forwarded for 60 days after an individual has transferred. Periodicals will be returned to the servicing post office endorsed "Forwarding Period Expired-Undeliverable as Addressed" if received after the 60-day forwarding period has expired and after notification to publishers has been made.

d. Standard Mail A directory mail will be forwarded provided a forwarding address is available. Other directory Standard Mail A that bears an endorsement to prevent forwarding must be returned to sender.

e. Standard Mail A business mail consists of material such as printed matter and circulars. This type of mail is identified by the endorsement "BULK RATE" or "NONPROFIT ORGANIZATION" in the upper right-hand corner. Standard Mail A business mail that requires directory service and does not bear an endorsement stating "FORWARDING" or "RETURN POSTAGE GUARANTEED" (located under the return address) will be treated as waste.

f. Standard Mail B is mail weighing 16 ounces to 70 pounds. This mail may be endorsed as parcel post, space available mail, parcel air lift, special standard mail, or library mail. Standard Mail B mail that requires directory service should be forwarded when you have a forwarding address. If no forwarding address is available, the article should be returned to sender.

3-8. Special services

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

b. **Certified mail** provides the sender with a mailing receipt and a delivery record at the post office of address. No insurance coverage is provided. Certified mail is dispatched and handled in transit as ordinary mail. Only First Class or Priority mail may be certified.

c. **Insured mail** provides indemnity coverage for a lost, rifled, or damaged article. Numbered insured mail may be used only for accountability reasons when proof of delivery is required. Insurance is available for all classes of mail of monetary value up to \$5,000.

d. **Return receipt** service provides 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: Return receipt service must be endorsed "RETURN RECEIPT REQUESTED" or "RETURN RECEIPT REQUESTED SHOWING ADDRESSEE'S ADDRESS." This endorsement must be placed above the delivery address and to the right of the return address.

e. **Permit** mail is normally not used within USMEPCOM; however, it may be used when cost effective on large volume mailings of items with a uniform size and weight. The DMM, section P, provides detailed information on using permit mail.

(1) Users must request permit mail by memorandum to the USMEPCOM OMM (Commander, HQ USMEPCOM, ATTN: MHC-MP, 2834 Green Bay Road, North Chicago, IL 60064-3094) with detailed pertinent 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 must obtain and pay for their own permit mailings.

f. Business reply mail (BRM)

(1) BRM is a prepaid card or envelope marked “NO POSTAGE NECESSARY” used to reply to correspondence or information. Postage and fees are paid by the permit holder.

(2) Any activity may apply for BRM by using PS Form 3614 (Application for a BRM Permit) at the local servicing post office—the post office that would receive the returned BRM mail.

(3) Each activity using BRM will obtain a permit number and pay for the permit from its funds. A separate account will be established for paying BRM. Activities using BRM will submit a memorandum to HQ USMEPCOM (MHC-MP) detailing pertinent information.

(4) BRM must be prepared in accordance with the DMM, section S922. The post office will assist with the exact format including the correct ink, placement of facing identification marks, and bar codes.

(5) To determine if BRM is cost effective, the OMM will—

(a) Determine the costs for obtaining a BRM account (initial permit fee and annual renewal fee).

(b) Determine rate of return.

(6) BRM is paid for at the applicable First Class rate plus \$.08 per item accounting fee. Additional charges are made for overweight and oversize items. The method of payment is from an established Advance Deposit Trust Account at the local servicing post office.

g. USPS Express Mail

(1) USPS Express Mail is afforded the highest priority in handling. USPS Express Mail service will be used only when the mail is time sensitive and FedEx services are not available. USPS Express Mail will not be used for—

(a) Responding to directed actions or requests for information not requiring a short suspense.

(b) On days before weekends or holidays unless the sender has verified 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 length and girth combined of up to 108 inches.

(3) The OMM or mail clerk must examine and approve each next-day mailing to verify the importance and cost effectiveness of using USPS Express Mail. Senders using this service must include a USMEPCOM Form 25-50-9-R-E with the shipment. The OMM will file the form under file number 600-8-3g, destroy after 2 years.

3-9. Processing accountable mail

a. Incoming accountable mail. Each OMM will ensure receipts are filed from acceptance to delivery for accountable mail (for example, USPS registered, certified, insured; FedEx; UPS; Airborne, MEPS testing material). The OMM or mail clerk—

(1) Must receive, log in, and account for accountable mail before transferring the mail shipment to the addressee.

(2) Must account for accountable mail by producing the mail shipment or by showing an authorized receipt of transfer.

(3) Will use USMEPCOM Form 25-50-4-R-E (Record of Accountable Mail) to log in accountable mail and maintain completed forms under file number 600-8-3g, destroy after 2 years. (Instructions for completing USMEPCOM Form 25-50-4-R-E are at app. E.)

b. Outgoing certified, registered, return receipt, and insured mail

(1) Senders requesting certified, registered, return receipt, and insured mail service will complete PS Form 3877 (Firm Mailing Book for Accountable Mail) for internal use by their offices and sections. Senders will submit the completed PS Form 3877 with the mail to the official mail and distribution center (OMDC). The OMM or mail clerk will sign for the accountable item and keep the original for the OMDC files (file number 600-8-3g, destroy after 2 years). Senders will keep a copy in their section book. (Sections will begin new PS Form 3877 books at the beginning of each calendar year and file the old book under file number 600-8-3g, destroy after 2 years.)

(2) The OMDC will complete PS Form 3883 (Firm Delivery Book) to show change of custody when dispatching certified, registered, return receipt, and insured mail to the postal facility or postal carrier. The OMDC will submit the original with the accountable item, and file a copy in the OMDC book. (OMDC will begin a new PS Form 3883 book at the beginning of each calendar year and file the old book under file number 600-8-3g, destroy after 2 years.)

3-10. Private carriers

Private carriers are also available for MEPS, sectors, and HQ USMEPCOM use. Names of private carrier services are offered are listed below:

a. United Parcel Service (UPS). Government contracts may be established with UPS by contacting the local UPS office and coordinating with the supporting contracting official. Other options include establishing a blanket purchase agreement or simply paying for each parcel separately by submitting a Standard Form (SF) 1034 (Public Voucher for Purchases and Services Other Than Personal). The recommended method is to establish a Government contract with the company. UPS offers reduced rates and free automated *UPS OnLine* shipping and tracking system for companies on Government contracts. Services offered by UPS are as follows:

(1) UPS Ground Service. The recommended service for parcels over 2 pounds. Delivery is normally within 3 to 5 days. Service is available only to the 48 continental United States (not available in Alaska, Hawaii, and San Juan).

(2) UPS Next Day Air and 2nd Day Air. Services are reliable but costly and not recommended. However, 2nd Day Air service may be used if required. UPS Next Day Air and 2nd Day Air deliveries are available to anywhere in the world.

b. FedEx. FedEx is the Government-mandated overnight mail service. Government contracts through FedEx have service discounts. FedEx accounts may be established by contacting the local FedEx office. FedEx will mail the required paperwork and information necessary to open a Government contract. Although establishing a Government contract is the preferred method for utilizing FedEx services, other

options are available, such as a blanket purchase agreement or a one-time payment (senders submit an SF 1034 to the USMEPCOM OMM). FedEx offers the following services:

- (1) Free packaging materials (for example, boxes, envelopes).
- (2) Free automated *FedEx SHIP* system for shipping and tracking the package from the sender to the receiver.
- (3) Guaranteed next-day delivery where available including Saturday and Sunday delivery. (This service is not offered by USPS Express Mail service.)

3-11. Justification forms

The OMM or mail clerk must examine and approve next-day mail service requests. Senders must include USMEPCOM Form 25-50-9-R-E with shipments for next-day mail service. The OMM or mail clerk will enter the assigned FedEx shipment tracking number and cost, check the appropriate approval box, and sign and date USMEPCOM 25-50-9-R-E in the Mail Center Use Only box. If shipment is for a weekend or holiday, the requesting official must ensure that the addressee will be present to receive the shipment to avoid additional charges.

Note: MEPS medical sections sending drug and alcohol testing (DAT) and human immunodeficiency virus (HIV) specimens do not require a justification for next-day mail.

3-12. OMDMP inspections

- a. **Formal inspection.** The USMEPCOM Inspector General will conduct formal postal inspections.
- b. **Informal inspection.** HQ USMEPCOM, sector, and MEPS OMMs will conduct informal postal inspections two times a year using USMEPCOM Form 25-50-6-R-E (Mail Manager's Inspection Guide). The OMM will maintain the form under file number 600-8-3c, destroy after 1 year.
- c. **Postal assistance visit.** Sector or MEPS OMMs may request a MEPS postal assistance visit from the USMEPCOM MEPS Postal Assistance Team to help ensure their postal operations are in accordance with postal regulatory guidance and this regulation. OMMs may also request postal training for their staff. The MEPS OMM will request the visit through their appropriate sector to HQ USMEPCOM (MHC-MP) by e-mail, fax, or official mail (see app. G). These visits also inform the MEPSs of the latest changes in mailing procedures and automated technologies for postal operations and help identify the most cost-effective solutions to MEPS mail operations.

Section II

Distribution Management

3-13. Hours of operations and release of correspondence

- a. OMDCs will schedule the first delivery of correspondence to action offices within 1 hour after the start of a normal workday or 1 hour after receipt of incoming USPS mail.
- b. HQ USMEPCOM sections, sectors, and MEPSs will release outgoing correspondence early enough to be received and processed by their OMDC.
- c. OMMs will post the hours of operation outside of the OMDC. The OMM will also post a memorandum listing personnel authorized access to the OMDC.

3-14. Routing

The OMM or mail clerk will route correspondence in the following manner:

- a. Sorting to compartments of a sorting rack.
- b. A routing slip (Optional Form (OF) 41 (Routing and Transmittal Slip) for correspondence that requires special routing instructions.
- c. DA Form 2445 (Correspondence Control Record) for controlled correspondence including correspondence such as congressional inquiries and Freedom of Information Act and Privacy Act requests.

3-15. Sorting

- a. Mail addressed with an individual's name on the first line will be routed unopened.
- b. Official mail with an office symbol on the attention line of the address will be routed unopened to that office or section.
- c. Commanders have the option of official mail delivered opened or unopened.

Section III***Processing Incoming and Outgoing Personnel Through the OMDC*****3-16. Incoming personnel**

- a. Incoming personnel must report to the OMDC to inprocess. The OMM or mail clerk will maintain an up-to-date mail directory log (for example, spreadsheet, alpha roster, recall roster) for personnel being served and for personnel scheduled to arrive. Personnel arriving on PCS orders may receive personal mail through the OMDC for a maximum of 60 days.
- b. Personnel residing in BEQs or BOQs will be assigned a mailbox for receipt of personnel mail through their OMDC. This mailbox will be authorized for the duration of the individual's assignment, and up to 60 days when moving from quarters into local housing.

3-17. Outgoing personnel

Outgoing personnel must outprocess through the OMDC. The OMM or mail clerk will delete the individual's name from the directory log. (For military personnel a DA Form 3955 may be used.) The OMDC will maintain the file cards and DA Form 3955 under file 600-8-3e, destroy cards on permanent party personnel 1 year after the individual departures.

**Appendix A
References**

Section I (The publication(s) needed to comply with this regulation.)
Required Publications

AR 25-51
Official Mail and Distribution Management. Cited in paragraph 1-4a(1).

DOD 4525.6-M, volume I
DOD Postal Manual. Cited in paragraph 3-6.

DOD 4525.6-M, volume II
DOD Postal Manual. Cited in paragraph 2-4f.

DOD 4525.8-M
DOD Official Mail Manual. Cited in paragraph 2-8.

Domestic Mail Manual¹
Cited in paragraph 2-3a(1).

USMEPCOM Reg 37-1
USMEPCOM Financial Management. Cited in paragraph 2-4d.

USPS Publication 65A¹
National Five-Digit ZIP Code and Post Office Directory, volumes 1 and 2. Cited in paragraph 2-10.

Section II (The(se) publication(s) is(are) merely a source of additional information. Users may
Related Publications read it(them) to better understand the subject, but do not have to read it(them) to comply
with this publication.)

AR 11-2
Management Control

AR 25-55
The Department of the Army Freedom of Information Act Program

AR 25-400-2
The Modern Army Recordkeeping System (MARKS)

USPS Postal Bulletins¹

USPS Publication 25¹
Designing Letter Mail

USPS Publication 28¹
Postal Addressing Standards

Note:

1. Available from the local post office.

Section III (The form(s) needed to comply with this regulation.)
Required Forms

DA Form 11-2-R

Management Control Evaluation Certification Statement. Cited in paragraph F-3.

DA Form 2445

Correspondence Control Record. Cited in paragraph 3-14c.

DA Form 3955

Change of Address and Directory Card. Cited in paragraph 3-17.

DD Form 285

Appointment of Military Postal Clerk, Unit Mail Clerk or Mail Orderly. Cited in paragraphs 1-5a and 1-6.

DD Form 1131

Cash Collection Voucher. Cited in paragraph 3-4c.

DD Form 2260

Unit Mail Clerk/Orderly Designation Log. Cited in paragraph 1-6a.

OF 41

Routing and Transmittal Slip. Cited in paragraph 3-14b.

PB Form SV7653-B²

Electronic Postage Meter Setting Worksheet. Cited in paragraph 3-3b.

PS Form 3533¹

Application and Voucher for Refund of Postage and Fees. Cited in paragraph 3-6.

PS Form 3601-A¹

Application or Update for License to Lease and Use Postage Meters. Cited in paragraph 3-2.

PS Form 3601-B¹

Postage Meter License. Cited in paragraph 3-2.

PS Form 3602-A¹

Record of Meter Register Readings. Cited in paragraph 3-1b.

PS Form 3877¹

Firm Mailing Book for Accountable Mail. Cited in paragraph 3-9b(1).

PS Form 3614¹

Application for a BRM Permit. Cited in paragraph 3-8f(2).

PS Label 107¹

Priority Mail Sticker. Cited in paragraph 2-5b.

Note:

1. Available from the local post office.
2. Sector and MEPS OMMs may purchase PB Form SV7653-B from Pitney Bowes through their supply channels.

SF 1034

Public Voucher for Purchases and Services Other Than Personal. Cited in paragraph 3-10a.

Section IV (The form(s) prescribed by this regulation. Users must use the(se) form(s) to comply
Prescribed Forms with this regulation)

USMEPCOM Form 25-50-4-R-E

Record of Accountable Mail. Cited in paragraph 3-9a(3).

USMEPCOM Form 25-50-6-R-E

Mail Manager's Inspection Guide. Cited in paragraph 3-12b.

USMEPCOM Form 25-50-7-R-E

Quarterly Positive Accountability Postage Administration System (PAPAS) Report. Cited in paragraph 3-5.

USMEPCOM Form 25-50-9-R-E

Justification for Next-Day Mail Service. Cited in paragraphs 3-8g(3) and 3-11.

Section V (The file number(s) this regulation prescribes to file specific documents.)
Prescribed File Numbers

600-8-3a

Postal personnel designations. Cited in paragraph 1-5b(3).

600-8-3c

Postal activities inspections and audits. Cited in paragraph 3-5.

600-8-3e

Postal directories. Cited in paragraph 3-17.

600-8-3g

Post office accountable mail receipts. Cited in paragraph 3-8g(3).

600-8-3dd

Postage stamp stock accounts. Cited in paragraphs 3-1b.

600-8-3t

Postal Service authorizations. Cited in paragraph 3-2.

28 September 2001

USMEPCOM Reg 25-50

Appendix B
Sample Memorandum Format for an Additional Duty Appointment

(Office Symbol)

MEMORANDUM FOR SFC Doe, Syracuse MEPS, 100 S. Clinton Street, Syracuse, NY 13260-0001

SUBJECT: Additional Duty Appointment

Effective 1 July 1997, SFC John D. Doe, (social security number), Syracuse MEPS, (telephone number), is assigned the following additional duty: Official Mail Manager.

Authority: USMEPCOM Reg 25-50.

Purpose: Perform duties as outlined in USMEPCOM Reg 25-50.

Period: Until officially relieved from appointment or assignment.

Special instructions: None

Commander's signature block

DISTRIBUTION:

1-Indiv

1-MEPS file

1-sector file

1-HQ USMEPCOM OMM

Appendix C

Instructions for Completing DD Form 2260 (Unit Mail Clerk/Orderly Designation Log)

Block 1: Card No: Enter the unique accountable number that was issued in block 2 of the DD Form 285 card. (For example: 0001, 0002, 0003).

Note: This number will not be reissued to another card.

Block 2: Date Issued: Enter the year, month, and day the DD Form 285 card was issued.

Block 3: Date Revoked: Leave blank when issuing a new DD Form 285 card. When the card is to be revoked, enter the year, month, and day you destroyed the DD Form 285 card.

Block 4: Activity Identifier: Enter name of the unit.

Block 5: Name of Designee: Enter last name, first name, and middle initial of the individual being designated as mail clerk or mail orderly.

Block 6: Designee's Signature: Individual being appointed must sign this block.

Block 7: Appointing Official: OMM must sign this block for appointed mail clerks and orderlies. The unit commander must sign this block for appointed OMMs.

Block 8: Pay Grade: Pay grade of the appointing official in block 7.

Appendix D
Instructions for USMEPCOM Form 25-50-7-R-E

Section I: Command Data

Blocks 1-5: Self-explanatory

Section II: Mail Equipment Data

Blocks 6-9: Self-explanatory.

Block 10: Information obtainable from the official mail manager (OMM), previously completed Positive Accountability Postage Administration System(PAPAS), or by contacting the local manufacturer of the meter head and scale.

Block 11: Enter location of the machine and meter head (for example, HQ USMEPCOM, Building 3400, 3rd Floor, Room 327, Official Mail and Distribution Center).

Block 12: Self-explanatory.

Block 13: Check appropriate box indicating if machine is leased or owned.

Block 14: Check appropriate box for meter head type.

Section III: PAPAS Report

Block 15: Enter the amount listed in the Total Funds Remaining block from the previous quarter PAPAS Report.

Block 16: Enter the amount loaded on the meter during the present quarter (including any additional loads if applicable).

Block 17:^{1,2} The sum of blocks 15 and 16.

Block 18: Enter the amount spent on Business Reply Mail if licensed to use. If not licensed for Business Reply Mail, enter 0.

Block 19:¹ Enter the number of pieces and total dollar amount spent for each private carrier service used. If service is not used, enter 0.

Note: If separate accounts are used by other sections within the MEPS or sector (for example, testing, medical), enter the section title, service used, number of pieces, and total amount spent in the spaces provided.

Note:

1. Columns will total automatically if form is completed using JetForm Formflow.
2. Verify the information by adding blocks 20a, 20b, and 21; the total should equal the amount listed in block 17.

Block 20a:^{1,2} Enter the total number of pieces and total dollar amount spent on U.S. Postal Service Express Mail. If mail class is not used, enter 0.

Block 20b:^{1,2} Enter the total dollar amount spent for each of the other classes of U.S. Postal Service Mail used. If mail class is not used, enter 0.

Note: U. S. Postal Service Mail Classification Reform changed names to Standard Mail (formerly Third Class Mail) and Standard Mail B (formerly Fourth Class Mail).

Block 21:² Enter the amount remaining on the descending register of the meter head at the end of the present quarter (also found on PS Form 3602-A, column b).

Block 22:¹ To determine the total funds used this quarter, subtract block 21 (total funds remaining this quarter) from block 17 (total accountable funds).

Blocks 23-25: Self-explanatory

Note: File completed forms under file number 600-8-3c, destroy after 1 year.

Note:

1. Columns will total automatically if form is completed using JetForm Formflow.
2. Verify the information by adding blocks 20a, 20b, and 21; the total should equal the amount listed in block 17.

Appendix E
Instructions for Completing USMEPCOM Form 25-50-4-R-E

Block 1: Type of Mail: Must be completed for FedEx, UPS, USPS registered, certified, insured, express mail and other private carriers. Use a separate form for each type of accountable mail.

Block 2: Month/Year: Self-explanatory.

Block 3: Mail Received From: Post office or the source.

Block 4: Mail Delivered To: Address (for example, Chicago Military Entrance Processing Station).

Block 5: Date Received: Date the official mail and distribution center (OMDC) signed for accountable mail.

Block 6: Article Number: The accountable mail number (list each number on a separate line).

Block 7: Office of Origin: The originating (from) address.

Block 8: Date Mailed: The date the article was mailed.

Note: This is usually the postmark on metered mail or a post office rubber stamp. If no date is found enter "UNK" (for "Unknown").

Block 9: Addressed To: Person and/or office addressed (to address).

Block 10: Signature and Printed Name of Addressee or Disposition: The person (mail orderly or addressee) receiving the accountable mail will print his or her name and grade in the top block and sign in the bottom block.

Block 11: Date of Delivery: Date signed for article.

Block 12: Mail Clerk's Initials: Initials of the mail clerk who physically turned the accountable mail over to the addressee.

Note: If any of the blocks below the Mail Received From/Mail Delivered To blocks are the same, draw a horizontal line in the block (from the first to the last same entry) to indicate blocks have the same information instead of reentering the information on the next line. File completed forms under file number 600-8-3g, destroy after 2 years.

Appendix F
Management Control Evaluation Checklist

F-1. Function. The function covered by this checklist is official mail and distribution center operations.

F-2. Purpose. The purpose of this checklist is to assist the USMEPCOM Inspector General (IG) in evaluating the key management controls listed below. It is not intended to cover all controls.

F-3. Instructions. Answers must be based on actual testing of key management controls (for example, document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement) (See fig. 3-1.)

F-4. Test Questions. Reference USMEPCOM Form 25-50-6-R-E .

F-5. Supersession. This checklist replaces the checklist for Official Mail and Distribution Center Operations previously published in USMEPCOM Cir 20-8.

F-6. Comments. Users may help make this a better tool for evaluating management controls by submitting comments to HQ USMEPCOM, ATTN: MHC-MP.

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER USMEPCOM Reg 20-1
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION ddmmyy
3. ASSESSABLE UNIT Area being reviewed or evaluated		
4. FUNCTION The specific item(s) being reviewed or evaluated		
5. METHOD OF EVALUATION (Check one)		
<input checked="" type="checkbox"/>	a. CHECKLIST	b. ALTERNATIVE METHOD (Indicate method)
APPENDIX (Enter appropriate letter) J		
6. EVALUATION CONDUCTED BY		
a. NAME (Last, First, MI) Doe, Cooper D.		b. DATE OF EVALUATION ddmmyy
7. REMARKS (Continue on reverse or use additional sheets of plain paper)		
<p>a. All evaluations must be supported by specific documentation. At a minimum, supporting documentation must clearly indicate:</p> <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken. <p>b. Reporting organizations (M EPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.</p> <p>c. Organizations tracking material weaknesses must maintain documentation on:</p> <ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. <p>d. Retention of documentation must be in accordance with the modern Army recordskeeping system:</p> <ul style="list-style-type: none"> - Assessable units (M EPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (M EPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (M EPS, sector, directorate) retain material weaknesses for 2 years. 		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		b. DATE CERTIFIED ddmmyy
(1) Typed Name and Title John A. Doe, Commander		
(2) Signature John A. Doe		

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPC V 2.00

Figure F-1. Sample of a completed DA Form 11-2-R

Appendix G
Sample Memorandum Request for a MEPS Postal Assistance Visit

****S:****

****Office Symbol****

MEMORANDUM THRU Commander, ****Eastern or Western Sector****, USMEPCOM

FOR Commander, HHC, USMEPCOM, ATTN: MHC-MP

SUBJECT: Request for MEPS Postal Assistance Visit

Respectfully request a representative from the HQ USMEPCOM Official Mail and Distribution Center (OMDC) be authorized to visit the ****City**** MEPS. The purpose of this visit is to assist our official mail manager in ensuring that postal operations are in accordance with USMEPCOM Regulation 25-50 (Official Mail and Distribution Management Program).

Requested date for the visit is ****Date****. Alternate date for the visit is ****Date****. If you concur with this visit and the date desired, please indicate by same-page endorsement by the above suspense date.

****MEPS Cdr's Signature Block****

Glossary

Section I
Abbreviations

AR
Army Regulation

BEQ
bachelor enlisted quarters

BOQ
bachelor officer quarters

BRM
business reply mail

CM
consolidated mail

DA
Department of the Army

DD
Defense Department

DMM
Domestic Mail Manual

DOD
Department of Defense

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

MEPS
military entrance processing station

OF
optional form

OMDC
official mail and distribution center

OMDMP
Official Mail and Distribution Management Program

OMM
official mail manager

PAPAS

Positive Accountability Postage Administration System

PB

Pitney Bowes

PCS

permanent change of station

PS

postal service

SF

standard form

UCMJ

Uniform Code of Military Justice

UPS

United Parcel Service

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 United States Congress. The postage must be prepaid.

business reply mail (BRM)

A prepaid card or envelope marked “**NO POSTAGE NECESSARY**” used to reply to correspondence or information. Postage and fees are paid by the permit holder.

certified mail

A special service that provides the sender with a mailing receipt and a delivery record at the post office 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.

controlled correspondence

Correspondence such as congressional inquiries and Freedom of Information Act and Privacy Act requests.

correspondence

Any typed, handwritten, printed, or copied material. Correspondence once postmarked by the official mail and distribution center is considered official mail.

First Class mail

Any mailable matter weighing up to 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 do mail handling duties that are limited to 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.

postage-by-phone

An automated method of loading an allotted amount of postal funds on a postage meter by telephone.

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 11 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. Used only for First Class or Priority 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.

Standard Mail A (formerly Third Class mail)

Any mailable matter that weighs less than 16 ounces, is not requested to be mailed as First Class, and does not qualify as a periodical.

Standard Mail B (formerly Fourth Class mail)

Any mailable matter that weighs between 16 ounces to 70 pounds, is not requested to be mailed as First Class, and does not qualify as a periodical.