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NIAGARAFALLS AIR RESERVE STATION

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Information Management

OFFICIAL MAIL MANUAL

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DODM4525.8_AFMAN33-306, 12 October 2006, is supplemented as follows:

(Added) (NFARS) This supplement applies to all reserve organizations serviced by the Niagara Falls Air Reserve Station Official Mail Program through the Official Mail Center. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, to the 914 CS/SCOK. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcssaf61a/afrims/afrims.

SUMMARY OF CHANGES

(NFARS) This Supplement is extensively changed and must be reviewed in its entirety.

CHAPTER 1

C1.3.2.1 (NFARS) The Installation Commander will designate the authorization of appropriated fund postage in writing to the Official Mail Center (OMC) prior to the event.

C1.10.2.1. (Added) (NFARS) Requests for overnight service will be sent out the most cost effective way. Individual should send overnight service to Supply, as it is in most cases, the most cost effective.

C1.10.2.2. (Added) (NFARS) All overnight service requests for Express Mail will be made in writing. At a minimum, describe the contents of the mailing and the mission impact should the package not be received the next day by the intended recipient. The request will be signed by division chief and forwarded to the Official Mail Manager (OMM) for approval prior to delivery

to the OMC. For FedEx; the sending office will deliver the package to Transportation Management Office (TMO) for processing.

C1.10.5. (NFARS) The USPS delivers all USPS Express Mail directly to the addressee. The receiving Activity Distribution Office (ADO) is responsible for initiating the request for refund with the mail originator.

C1.11.2.5. (NFARS) Print "DEPARTMENT OF THE AIR FORCE" and "OFFICIAL BUSINESS" as the return address element on both pre-metered and courtesy reply mail. A template to be used for printing can be supplied when the request for either pre-metered, and/or courtesy reply mail is coordinated through the OMM.

C1.13.4. (NFARS) Outgoing foreign mail (e.g. Canada) will be separated from banded or tied bundles.

C1.15.1. (NFARS) If an attempt to misuse mail is suspected, the OMM or designated representative may inspect all official administrative communications in the Official Mail Center (OMC). Mailroom personnel will either open the item, or return it to the office of origin for inspection and investigation.

C1.19.2.2.2.1. (Added) (NFARS) Do not use white letter envelopes as the outside container for classified material being sent through the US Mail by any means of transmission, i.e., First-Class, US Certified, or US Registered mail. Use opaque envelopes only as the outside container.

C1.20.3.2. (NFARS) The log or electronic tracking system must be restarted with 001 each fiscal year and be maintained IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

C1.20.3.3. (NFARS) ADOs identify the special service requested on the DD Form 2825, Internal Receipt beside each container number on the accountable mail piece.

CHAPTER 2

C2.3.5.1. (NFARS) The OMC is open Monday through Friday. The hours of operation are posted outside the mailroom. All USPS mail is received from the USPS Branch Office Monday through Friday, and dispatched to intended recipients via mailbox receptacle.

C2.3.5.1.1. (Added) (NFARS) All outgoing accountable communications must be received by mailroom personnel no later than 1230 hrs daily, to ensure same day dispatch.

C2.3.5.2.1. (Added) (NFARS) Outgoing mail is consolidated for the following units on Monday, Wednesday and Friday (except holidays):

C2.3.5.2.1.1. 78 ABW/SCOK, Robins AFB GA

C2.3.5.2.1.2. DFAS Mail Center, Denver CO

C2.3.5.2.1.3. ARPC Mail Center, Denver CO

C2.3.5.2.1.4. 94 CS/SCOK, Dobbins ARB GA

C2.3.5.2.3. (NFARS) The OMC will provide Official Mail training covering mail preparation and processing procedures to all activity distribution office (ADO) personnel at least annually and as changes or updates occur.

C2.3.6. (Added) (NFARS) Section chiefs will appoint, in writing, those individuals authorized to sign for accountable communications (registered, certified, signature/ delivery confirmation, on Air Force Form 4332). Each section will designate at least one alternate. Designation will include grade, name, security eligibility, signature and phone number. The Section Chief must ensure that a Temporary or Student Hire has a security clearance as verified through Joint Personnel Adjudication System (JPAS) prior to appointment. Forward one copy of the designation letter to the OMC.

C2.18.3. (NFARS) In the event a meter machine or scale should break down, official mail will be processed in accordance with local Host-Tenant agreement

CHAPTER 4

C4.1.1. (NFARS) Mailroom personnel shall review the OMC Security, Business Recovery Plan annually. The Real Property Building Manager will act as the POC for the building. The Wing OMM shall be notified as soon as practical and advised of an incident/situation.

CHAPTER 8

C8.1.1.1. (NFARS) Section chiefs will appoint, in writing, those individuals authorized to sign for accountable communications (registered, certified, signature/delivery confirmation, on Air Force Form 4332). Each section will designate at least one alternate. Designation will include grade, name, security eligibility, signature and phone number. Forward one copy of the designation letter to the mailroom. AF Form 4332 will be updated annually

C8.2.1. (NFARS) Act as the focal point for all mail issues within the organization. Instruct organization personnel in proper methods for addressing mail, intra-base and outgoing off-base mail. Contact the OMC when unusual questions or circumstances arise. Actively pursue mail training for all distribution office personnel.

C8.2.1.1.1. (NFARS) Optional Forms 65B and 65C U.S. Government Messenger Envelopes (Medium & Large) must include the organization/office symbol, street address if known, for on base distribution, and installation/state/Zip+4 Code for all pouch/ consolidated mail. Material to pouch/consolidated locations which exceeds 10” x 15” x 1” should be placed in an opaque envelope, or brown corrugated box with a mailing label affixed showing complete return and forwarding addresses.

C8.2.1.1.1.1. (Added) (NFARS) Ensure Air Force Form 4332 (Accountable Communications Receipt Authorization) is current, correct, and maintained IAW RDS.

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Commander