

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

DOD INSTRUCTION 4525.08_AIR FORCE



AIR FORCE INSTRUCTION 33-365
Supplement

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Communications and Information

DOD OFFICIAL MAIL MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFPD 33-3, *Information Management*, and supplements the guidance in Department of Defense (DoD) Instruction 4525.08, *DoD Official Mail Management*. The DoD Instruction is printed word-for-word without editorial review. Air Force supplementary material is printed in bold type and indicated by “(Added)(AF).” This Instruction describes Air Force responsibilities and establishes the Air Force requirement to support the program. This Instruction applies to all Air Force military, civilian, and DoD contractor personnel who supervise, manage, or work in official mail centers or handle official mail. This Instruction applies to the Air National Guard and Air Force Reserve. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. *Direct questions or comments on the contents of this Instruction, through appropriate command channels, to SAF/A6XG, 1800 Air Force Pentagon, Suite 1D857, Washington DC 20330-1800. Refer recommended changes and conflicts between this and other publications to the same address, through appropriate channels, using Air Force Form 847, *Recommendation for Change of Publication*. Send any Supplements to this Instruction to AF SAF/A6XG, 1800 Air Force Pentagon, Suite 1D857, Washington DC 20330-1800, for review and coordination *prior* to publication. Provide a copy of each final Supplement to same address. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES*

This interim change prescribes AF Form 624, and recommends use by Postal Service Centers. and revises DODI4525.08_AFI33-365 by (1) adding tiering, IAW AF Inspection System (AFIS) and AFI 33-360, and (2) updating office symbols to reflect current organizations and approval signature blocks. A margin bar (|) indicates newly revised material.



Department of Defense

INSTRUCTION

NUMBER 4525.08
August 11, 2006

USD(AT&L)

SUBJECT: DoD Official Mail Management

- References:
- (a) DoD Instruction 4525.8, "DoD Official Mail Management" December 26, 2001 (hereby canceled)
 - (b) DoD Directive 5101.11, "DoD Executive Agent for Military Postal Service (MPS)," January 31, 2005
 - (c) Federal Management Regulation, Chapter 102, Subchapter G, Part 102-192, current edition¹
 - (d) DoD 4525.08-M, "Official Mail Procedures Manual," December 2001
 - (e) through (q), see Enclosure 1
- (Added)(AF) (r) through (y)**

1. REISSUANCE AND PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) which establishes the DoD Official Mail Program (OMP).
- 1.2. Establishes the basic DoD OMP policies.
- 1.3. Establishes the requirement for appointing official mail managers (OMMs) and describes their duties.
- 1.4. Implements References (b) and (c).
- 1.5. Prescribes uniform procedures for DoD official mail.
- 1.6. Authorizes the publication of Reference (d) in accordance with DoD 5025.1-M (Reference (e)).

¹FMR for use, in this instruction, is available at <http://www.gsa.gov/>

2. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard when it is operating as a Military Service in the Navy), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense (IG DoD), the Defense Agencies, the DoD Field Activities and all other organizational entities within the Department of Defense (hereafter referred to collectively as the “DoD Components”) and their Non-Appropriated Fund Activities. The term “Military Services,” as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

3. POLICY

It is DoD policy that:

3.1. Cost-effective use of the taxpayers’ money shall be promoted in transporting official matter through proper and efficient processing and use of internal mail, the United States Postal Service (USPS), other carriers, international mail, and the mail services of other countries.

3.2. The military postal service function and official mail function are two different and distinct missions using separate and distinct resources for which they are accountable to different Governmental agencies, e.g., the Department of Defense and the USPS. The DoD OMP involves the mailing of official mail and is managed to support the overall DoD mission. The military postal service function processes personal mail to and from overseas DoD Installations, operates on behalf of the USPS, and is responsible for carrying out USPS policies, procedures, and laws and regulations governing the USPS.

3.3. Appropriate control mechanisms shall be used to make sure DoD official mail funds and USPS funds remain separate, distinct, and controlled by appropriately authorized personnel.

4. DEFINITIONS

Terms used in this Instruction are defined in Reference (d).

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics shall:

5.1.1. Provide broad policy guidance and direction in carrying out the provisions of this Instruction.

5.1.2. Serve as final authority concerning requests for changes in DoD Official Mail Management policies and procedures.

5.2. The Heads of the DoD Components shall:

5.2.1. Implement the DoD OMP described in Enclosure 4.

5.2.2. Encourage field elements to coordinate operational and routine matters with their local postal facility. Enclosure 3 illustrates DoD official mail policy and operational channels.

5.3. The Executive Director, Military Postal Service Agency shall:

5.3.1. Apply and enforce existing official mail policies and procedures.

5.3.2. Formulate proposed changes to official mail policies and procedures and coordinate them with the DoD Components.

5.3.3. Develop integrated management information systems relating to DoD Official Mail Management consistent with DoD Directive 8320.1 (Reference (f)). In the development of any information system, standard data elements and codes should be used according to DoD 8910.1-M (Reference (g)).

5.3.4. Ensure official mail management training is available.

5.3.5. Be the single point of contact with the General Services Administration, the USPS, and other Federal Agencies on official mail policy matters and other domestic postal matters.

5.3.6. Develop the DoD position on official mail and other domestic postal matters to be used in negotiating with the USPS for changes pertaining to the USPS-DoD Agreement.

5.3.7. Perform random program management inspections at installations and/or agencies throughout the Department of Defense to ascertain compliance with appropriate DoD and MPSA guidelines. Out-briefings will be provided to senior management.

5.4. All OMMs shall:

5.4.1. Be sure mail users know when and how to contact their OMM.

5.4.2. Supervise mailing practices.

5.4.3. Report misuse of official mail to the commanders of alleged violators.

5.4.4. Establish controls on postal expenditures to create a cost-effective mail management program.

5.4.5. Further DoD OMM responsibilities are identified in Enclosure 4.

5.5. Each individual who prescribes, creates, designs, or prepares pieces for mailing shall comply with this Instruction.

6. PROCEDURES

Procedures to implement the DoD OMP are found in Enclosure 4.

7. INFORMATION REQUIREMENTS

Report Control Symbol (RCS) DD-AT&L(SA)1833, "Prepaid Postage Report," has been assigned to this information requirement according to Reference (g).

7. (Added)(AF) This publication prescribes the use of AF Form 4332, *Accountable Communications Receipt Authorization*, and AF Form 624, *Base/Unit Locator and PSC Directory

8. EFFECTIVE DATE

This Instruction is effective immediately.

KENNETH J. KRIEG

Under Secretary of Defense for

Acquisition, Technology, and Logistics

**(Added)(AF) WILLIAM J. BENDER, Lt Gen, USAF
Chief, Information Dominance and
Chief Information Officer**

Enclosures – 7

- E1. References, continued
- E2. Required Publications
- E3. DoD Official Mail Policy and Operational Channel
- E4. DoD OMP
- E5. OMM's Inspection Checklist
- E6. (Added)(AF) Suspicious Mail Checklists**
- E7. (Added)(AF) Alternative Operating Procedures**

E1. ENCLOSURE 1REFERENCES, continued

- (e) DoD 5025.1-M, "DoD Directives System Procedures," March 2003
- (f) DoD Directive 8320.1, "DoD Data Administration," September 26, 1991
- (g) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998
- (h) USPS Domestic Mail Manual (DMM), current edition²
- (i) USPS International Mail Manual (IMM), current edition
- (j) USPS Postal Bulletin, current edition
- (k) USPS Poster 123-L or Poster 123-S (Postal Rates and Fees), current edition
- (l) USPS Zone Chart, current edition
- (m) USPS Publications 25, "Design Letter and Reply Mail," current edition
- (n) USPS Notice 67, "Automation Template," current edition
- (o) USPS Publications 28, "Postal Addressing Standards," current edition
- (p) USPS Publication 542, "Understanding the Private Express Statutes," current edition
- (q) DoD Instruction 4000.19, "Interservice and Intragovernmental Support," August 9, 1995
- (r) (Added) (AF) USPS Publication 38 "Postal Agreement with the DoD" (Publication 38 is not available online as a stand-alone publication but is contained in Handbook 630 as Appendix A)**
- (s) (Added) (AF) USPS Publication 52 "Hazardous, Restricted, and Perishable Mail"**
- (t) (Added) (AF) USPS Handbook 630 "Post Offices Serving DoD Installations"**
- (u) (Added) (AF) USPS Publication 166, "Guide to Mail Center Security"**
- (v) (Added) (AF) AFMAN 33-363, "Management of Records," March 1, 2008**
- (w) (Added) (AF) AFI33-360, "Publications and Forms Management", 25 September 2013**
- (x) (Added) (AF) AFPD 33-3, Information Management, March 28, 2006**
- (y) (Added) (AF) DoD 4525.8-M_AFMAN 33-306, "DoD Official Mail Manual," Oct 12, 2006**
- (z) (Added) (AF) AFI 40-201, "Managing Radioactive Materials in the U.S. Air Force," Apr 13, 2007**

² All USPS publications and forms prescribed for use in this instruction are available at <http://www.usps.com> or from the local post office

E2. ENCLOSURE 2REQUIRED PUBLICATIONS

The following is a listing of required publications for cost-effective use of the USPS. Hard copies of these publications are required only when access to electronic copies is not available. The USPS publications prescribed for use in this Instruction are available on the Internet at <http://www.usps.com> or from local post offices. Unless otherwise specified below, these publications are required at each postage meter location; installation OMM or equivalent; intermediate headquarters OMM having inspection/staff responsibility; major command (MACOM) OMM; and DoD Component OMM.

E2.1.1. USPS Domestic Mail Manual (DMM) (Reference (h)). This is the primary USPS manual used by customers. It contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements.

E2.1.2. USPS International Mail Manual (IMM) (Reference (i)). This manual contains regulations, classification, and other requirements for mailing between the United States and non-military post office addresses in other countries. It is required only where international mail is frequently used.

E2.1.3. USPS Postal Bulletin (Reference (j)). This publication is published bi-weekly and is used to announce interim changes to the DMM and IMM.

E2.1.4. USPS Poster 123-L or Poster 123-S (Postal Rates and Fees) (Reference (k)). This poster is required for each location where postage and fees are determined.

E2.1.5. USPS Zone Chart (Reference (l)). This chart tells in what zone the various ZIP Codes are located. It is required for each location where postage is determined.

E2.1.6. USPS Publication 25 (Reference (m)). This publication assists mailers in making their mail compatible with the automated postal processing system and allows mailers to benefit from improved service and reduced mail processing costs.

E2.1.7. USPS Notice 67 (Reference (n)). This template is to be used in conjunction with USPS Publication 25 when designing letter size mail for automated processing.

E2.1.8. USPS Publication 28 (Reference (o)). This publication describes standardized formats for addresses to be used on mail.

E2.1.9. DoD 4525.8M (Reference (d)). This publication describes uniform procedures and responsibilities for administering DoD OMP.

E2.1.10. USPS Publication 542 (Reference (p)). This publication provides an understanding of the law that pertains to when and how to apply these restrictions.

E2. ENCLOSURE 2

E2.1.11. (Added) (AF) USPS Publication 38 (Reference (r)). This manual describes the provisions of the signed DOD and USPS Agreement. It provides delivery requirements and processing procedures. Note Publication 38 is not available online as a stand-alone publication but is contained in Handbook 630 as Appendix A.

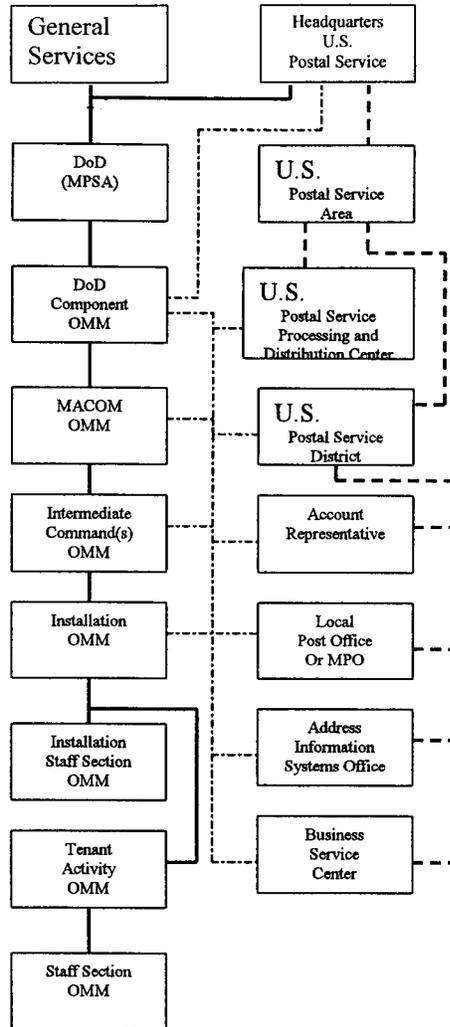
E2.1.12. (Added) (AF) USPS Publication 52 (Reference (s)). This publication defines mailable and non-mailable items, material classifications, and proper markings required for mailing.

E2.1.13. (Added) (AF) USPS Handbook 630 (Reference (t)). This handbook provides more in-depth responsibilities and delivery procedures as outlined in USPS Pub 38.

E2.1.14. (Added) (AF). USPS Publication 166 (Reference (u)). The guide provides general advice and recommends protective measures to help assess, prevent, and respond to three types of threats: Mail theft, package bomb or bomb threat, and chemical, biological, or radiological threats.

E3. ENCLOSURE 3

DoD OFFICIAL MAIL POLICY AND OPERATIONAL CHANNEL



———— Technical chain (of command) for all policy matters (and problems not solved at lower command levels) with the USPS.
----- Postal operational matters only.
----- USPS' chain of command.

E4 ENCLOSURE 4

DoD OMPE4.1. PURPOSE

This enclosure establishes:

E4.1.1. the basic DoD OMP policies.

E4.1.2. The requirement for appointing OMMs and describes their duties.

E4.2. OMP POLICIES

E4.2.1. Users shall budget for and pay for postage. See DoD Instruction 4000.19 (Reference (q)) for reimbursement policies.

E4.2.1. (Added)(AF) Air Force defines users to be either a wing or tenant unit.

E4.2.1.1. (Added)(AF) All tenant units will reimburse host wings for postage expenditures. (T-3). Installation commanders have the option to require some wing organizations to reimburse or pay for official mail postage regardless of the amount. For the purpose of OM postage reimbursement, Medical Treatment Facilities are considered wing organizations. Installation commanders may establish reimbursement threshold amounts. Most DoD agencies waive reimbursement and defer billing between agencies when postage expenditures are less than \$500 in a fiscal year. Therefore, a \$500 threshold is recommended as a baseline. Smaller installations need to consider establishing a lower threshold. If the threshold is exceeded, the full amount is reimbursable, not only the amount exceeding the threshold. Geographically Separated Units (GSU) locations that provide official mail support will follow the host wing's guidance. (T-3).

E4.2.1.2. (Added)(AF) Activity or Base/Wing OMMs track all official mail expenditures of tenant units to provide quarterly usage figures to their resource advisor to initiate reimbursement. Installation Commanders may require expenditure tracking of specific (large mailer) installation or tenant units. Official mailings have to still comply with DoD 4525.8-M_AFMAN 33-306, *DoD Official Mail Manual*, restrictions. OMM will work with the host tenant support agreement office to ensure they identify those agencies at/or supported by their base to ensure official mail costs are included in all host tenant support agreements. (T-2). Unit Resource Advisors will maintain copies of billings and ensure funds for postage are deposited into the appropriate postage account. (T-2). The OMM will maintain quarterly listings or logs with quarterly postage reports and dispose of them in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. (T-3).

E4.2.2. DoD activities shall use prepaid postage. Information on how to pay for it is in section C2.7 of Reference (d). Exception: Instructions on when to use Postage Due Penalty Mail are in section C2.14.

E4.2.2. (Added)(AF) OMC may use PC Postage (postage downloaded from a USPS

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licensed vendor site on the Internet) or government purchase card to pay for USPS postage. All purchases/expenditures have to be reported in accordance with this Instruction.

E4.2.3. All policies requiring or authorizing use of official mail shall be coordinated with the activity's OMM prior to publication.

E4.2.4. Deductions from USPS trust accounts and electronic billings shall be verified to make sure they are valid, accurate, and not a duplicate entry.

E4.2.4. (Added)(AF) OMMs shall work with budget/finance personnel to verify billing. (T-3).

E4.2.5. If there is a consolidated mail facility in the area, all outgoing non-production mail shall be processed through that facility unless the facility determines it is unable to provide service or the originating activity can demonstrate it is not cost-effective to do so and/or mail transit times will increase. If there is no consolidated mail facility in the area, there shall be only one processing point for all non-production outgoing mail on an installation. A production mailer is one who routinely produces large volumes of parcels or other items. Examples are supply warehouses and correspondence course activities. Production mailers' non-production mail shall go through the central processing point. Justified requests for exception shall be forwarded through command channels to the DoD Component OMM who may or may not approve them after considering each on an individual case-by-case basis. Lower command levels may disapprove and return such requests. The dollar amount of postage involved is not a basis for justification. Maintaining optimum use of personnel, equipment, floor space, and cost-reduction practices such as consolidated mailings, barcode and presort discounts, permit mailings, and drop-shipments are essential.

E4.2.6. Official mail must be considered an integral part of an activity's transportation plan and function when considering how to transport an item.

E4.2.6. (Added)(AF) All OMMs must ensure Private Express Statute (PES) requirements are enforced. (T-0). PES requirements have to be considered when developing contracts.

E4.2.7. Instances of Unauthorized use, loss, or theft of appropriated fund postage shall be reported and reviewed to determine whether to seek reimbursement of postage costs.

E4.2.7. (Added)(AF) Local and MAJCOM, FOA, or DRU legal reviews are necessary prior to forwarding contested requests to use appropriated funds for official mail mailings to the AF and DOD OMM.

E4.2.8. Only surplus USPS equipment may be used for the internal distribution of mail or other DoD purposes. Only enough empty USPS mailbags, trays, boxes, carts, and other equipment items necessary to meet immediate outgoing mail needs shall be kept on hand. Promptly return additional quantities to the local post office.

E4.2.8. (Added)(AF) OMCs must budget for, purchase, or lease official meter bases, scales, vehicles, etc. Official meters may only be leased. (T-2). USPS scales and Integrated Retail Terminal (IRT)

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equipment are not authorized in OMCs.

E4.2.9. When application of postage is contracted out, the contract's work statement shall require compliance with the policies and procedures in this enclosure and any subsequent changes thereto. The contract's quality assurance surveillance plan shall be designed to make sure the contractor complies with this enclosure.

E4.2.10. Senders shall mark the appropriate class of mail on all items larger than a letter-size envelope. Prior to applying postage, official mail centers receiving items larger than a letter-size envelope that are not so marked shall return them to the sender for marking or contact the sender to determine the nature of the contents so the item can be properly marked.

E4.2.10. (Added)(AF) OMCs will send unmarked items at the most cost effective rate of postage or with the most cost effective carrier, except items required to be mailed at the first class rate. (T-2).

E4.2.11. Combatant Commanders operations or exercise plans shall indicate that during the initial deployment phases of a exercise or contingency postage requirements, equipment, personnel and facilities for processing of official and internal mail and the transportation of internal mail within the affected area shall be the responsibility of the host unit/base, regardless of branch of their DoD Component on a non-reimbursable basis. Additionally, these plans should contain official mail operating procedures to include funding guidance. Upon sustainment or when personnel rotations take place, paragraph E4.2.1 of this Instruction will apply for postage procurement and usage. Combatant Commanders may establish quarterly minimums that would not require reimbursement.

E4.2.12. When mail is to be delivered it shall be considered as:

E4.2.12.1. Personal mail when the address contains an individual's name but does not have a job title or the name is not in an attention line.

E4.2.12.1. (Added)(AF) OMC personnel or organizations may never open personally addressed mail.

E4.2.12.2. Official mail when it is addressed to an organization or the address contains an individual's name and duty title or the name is in an attention line. Upon receipt from the USPS, this mail becomes the property of the organization to which it is addressed. The addressee usually opens this mail but it may be opened by anyone in the organization unless local policy states otherwise. Unsolicited and unwanted presorted standard mail may be disposed of as the organization desires. It need not be returned to the post office. If such mail bears an endorsement such as "Address Service Requested" or "Forwarding Service Requested" write the new address on it or mark it "Undeliverable As Addressed" and return it to the post office. Doing so normally reduces the future quantity of undeliverable as addressed mail received.

E4.2.13. Anything that requests someone to provide an address shall include a place for an apartment, suite, or other secondary unit designator number.

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E4.2.14. All business cards, organizational sections of telephone directories, and publicity items shall include the correct street address instead of building numbers. This helps reduce the amount of mail received that is undeliverable as addressed.

E4.2.15. OMMs and official mail center managers shall have Internet access so they can access the USPS Home Page.

E4.2.16. OMMs and official mail center managers shall have an e-mail address so information can be rapidly distributed. Generic addresses for these functions are preferred so address lists need not be changed when personnel change.

E4.2.16. (Added)(AF) Generic addresses are organizational email addresses. MAJCOM, FOA, or DRU and installation OMMs shall have organizational email accounts. (T - 3). MAJCOM OMMs must ensure their installation OMMs check their email regularly.

E4.2.17. USPS inspections, search procedures, and postal laws apply to official matter only while it is mail. OMMs and assistant OMMs (AOMM) may inspect or withdraw:

E4.2.17. (Added)(AF) To be considered mail, items have to be in the custody of USPS or the military postal service (MPS). Personal mail has to be afforded all lawful privileges while in official mail custody.

E4.2.17.1. Outgoing official mail items.

E4.2.17.1.1. Before they are postmarked by a postage meter.

E4.2.17.1.2. Bearing postage stamps or permit imprints before they are placed in a USPS mailbox or placed under control of USPS or its representative, whichever occurs first.

E4.2.17.1.2. (Added)(AF) An official mail item sent between two action offices on the same base through the OMC is referred to as administrative communication. Administrative communications that remain in the OMC for on-base distribution are not handled by USPS and therefore do not have postage applied.

E4.2.17.2. Incoming official mail items after control passes from USPS or its representative to representatives of the addressee.

E4.2.17.2. (Added)(AF) OMC personnel acting as the mail agent for all official activities on the installation, may sign for all official accountable mail. USPS considers official mail delivered when OMC personnel accept it.

E4.2.18. (Added)(AF) Individual units shall only dispatch or receive mail through the OMC (exceptions are authorized for units that are geographically separated from an installation). (T-2). OMCs shall consolidate collocated units' mail to decrease duplication, number of ADO's, and number of mobile distribution vehicle (MDV) stops. (T-2).

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E4.2.19. (Added)(AF) Installations shall utilize MDVs to pick up and deliver mail to ADOs. MDVs save manpower, cost, and time. (T-3).

E4.3. OMMsE4.3.1. OMM Appointments

E4.3.1.1. Installations, units, staff elements, and the DoD Components shall appoint OMMs. AOMMs may be appointed to perform the OMM duties when the OMM is absent. The appointments may be additional duty appointments. They shall be made in writing and shall include the appointees' official USPS and email addresses and telephone numbers. Paper or electronic copies will be distributed as follows:

E4.3.1.1.1. For staff element OMMs, copies are sent to their installation OMM.

E4.3.1.1.1. (Added)(AF) The staff element OMM is referred to as the Activity Distribution Office (ADO) . ADOs exchange mail and distribution for multiple units/organizations at designated MDV stops. The requirement to appoint OMMs in the grade of Technical Sergeant/GS-6 or higher, does not apply to ADOs. Unit or organizational mail clerks are appointed in writing and copies maintained at the staff agency/ADO and organization. Use AF Form 4332, *Accountable Communications Receipt Authorization*, to appoint ADOs.

E4.3.1.1.2. For installation OMMs, copies are sent to their next higher command's OMM.

E4.3.1.1.2. (Added)(AF) The Installation OMM is the host base or host wing OMM in charge of the OMC.

E4.3.1.1.3. For tenant unit OMMs, copies are sent to their host installation OMM.

E4.3.1.1.3. (Added)(AF) Tenant units on Air Force installations send to the staff element or installation OMM. SAF/A6XG (Chief, Postal Operations and Policy) is the Air Force Official Mail Manager (AF OMM). MAJCOMS, FOAs, and DRUs identify their OMMs and any contact information changes to the AF OMM via email as changes occur. AF OMM updates this consolidated list and distributes to MAJCOM, FOA, and DRU OMMs when changes occur and upon request.

E4.3.1.1.4. For major command/claimant OMMs, copies are sent to their DoD Component OMM

E4.3.1.1.4 (Added)(AF) MAJCOMS, FOAs, and DRUs identify their OMMs and any contact information changes to the Air Force OMM (AF OMM) via email as changes occur. AF OMM updates this consolidated list and distributes to MAJCOM, FOA, and DRU OMMs when changes occur and upon request.

E4.3.1.1.5. For DoD Component OMMs, copies are sent to:

DoD Official Mail Manager

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Military Postal Service Agency
2461 Eisenhower Avenue STE 814
Alexandria, VA 22331-0006

E4.3.1.2. The OMM function is an inherently governmental function. OMMs are responsible for interpreting and carrying out the Private Express Statutes within their organization; the acquisition, use or disposition of supplies and property; and the budgeting for and the expenditure of appropriated funds for postage and fees. Only commissioned, warrant, or noncommissioned officers (E-6 or higher) or DoD civilians (GS-6 or higher) shall be appointed as OMMs. This requirement is waived only when the activity concerned has no personnel in the grades specified. Since the OMM function is an inherently governmental function it shall not be contracted out.

E4.3.1.2. (Added)(AF) AFSC or job series is not a consideration when appointing OMMs.

E4.3.1.3. When application of postage is contracted out, the DoD Component's representative responsible for ensuring quality of performance by the contractor shall:

E4.3.1.3.1. Meet all requirements and perform the functions of the OMM.

E4.3.1.3.2. Use the contract's quality assurance surveillance plan to monitor the quality of contractor performance and make sure DoD official mail policies and procedures are followed.

E4.3.1.4. Frequent changes of OMMs shall be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the old OMM departs.

E4.3.2. OMP Training Requirements

E4.3.2.1. Action officers; secretaries; clerk-typists; personnel producing forms, publications and periodicals; personnel who determine postage; and OMMs shall receive training on the following subjects from the installation OMM within 4 months after assignment. These personnel and all action officers shall receive annual updates.

E4.3.2.1. (Added)(AF) The Installation OMM is responsible for training all assigned ADO representatives (military and civilian). The OMM may elect to contract ADO training as long as the OMM ensures all training is applicable, accurate, and documented. The ADO is the focal point for continuous unit training (e.g., administrative assistants or action offices). Provide refresher training as needed. Training needs to be documented and may be conducted by PowerPoint presentation, web-based information instruction, pamphlets, hands-on training, instruction letters, or a combination thereof. All Air Force official mail centers will provide a copy of their training plan/materials to their MAJCOM, FOA, or DRU OMM. (T-3). MAJCOM, FOA, or DRU OMMs will ensure training is adequate and fulfills the intent of this enclosure and will develop training templates for subordinate OMCs' use. (T-2).

E4.3.2.1.1. Other methods of communicating and shipping material. This includes the use of private carriers.

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E4.3.2.1.2. Material that cannot be mailed.

E4.3.2.1.3. Classification of mail.

E4.3.2.1.4. Special postal services and discounts.

E4.3.2.1.5. International mail requirements.

E4.3.2.1.6. Postage and fees required.

E4.3.2.1.7. Penalties for private use of official mail.

E4.3.2.1.8. Protection of mail.

E4.3.2.1.9. Performing mail surveys.

E4.3.2.1.10. Addressing mail.

E4.3.2.1.10. (Added)(AF) Building numbers are not be used in addresses to Air Force activities or installations. Street addressing is mandatory in Air Force mailings.

E4.3.2.1.11. Cost-saving methods.

E4.3.2.1.12. Handling of suspicious mail.

E4.3.2.2. Training objectives shall be continuously reinforced by routine distribution of current postal information.

E4.3.3. OMP Supervision Requirements

E4.3.3.1. All OMMs shall:

E4.3.3.1.1. Be sure mail users know when and how to contact their OMM.

E4.3.3.1.2. Supervise mailing practices.

E4.3.3.1.3. Report misuse of official mail to the commanders of alleged violators.

E4.3.3.1.4. Establish controls on postal expenditures to create a cost-effective mail management program.

E4.3.3.2. Installation OMMs shall:

E4.3.3.2.1. Keep the commander informed on the effectiveness of the OMP and problem areas.

E4.3.3.2.2. Supervise the Installation's OMP.

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E4.3.3.2.3. Annually contact, offer assistance, guidance, training, and discuss mailing requirements with activities within their jurisdiction that produce forms, publications and periodicals, or are involved with contingency or similar planning. A record of these discussions should be kept to make future inspections easier.

E4.3.3.2.4. Inspect incoming mail at least once a week and report deficiencies to the mailing activity OMM.

E4.3.3.2.5. Inspect outgoing mail at least once a week at the final preparation point to:

E4.3.3.2.5.1. Determine where additional training is needed and which policies and procedures need additional emphasis.

E4.3.3.2.5.2. Make sure the mail is prepared properly. Items containing errors or deficiencies in preparation shall be returned for correction.

E4.3.3.2.5.3. Detect unauthorized use of postage.

E4.3.3.2.5.4. Make sure consolidated mailings are properly prepared and contain only items the addressee can deliver.

E4.3.3.2.6. Establish local procedures for safeguarding spoiled meter postage, to make sure appropriate refunds are obtained, and to properly account for the refunds.

E4.3.3.2.7. Analyze the use of postage to initiate procedures for more cost-effective usage.

E4.3.3.2.8. Maintain liaison with appropriate supply and procurement activities so that only postal-related items such as envelopes, cards, and labels that meet the requirements of this enclosure and the USPS are ordered and stocked.

E4.3.3.2.9. Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

E4.3.3.2.10. Order, verify shipments, safeguard, and issue postage stamps when use is authorized. For more information see Chapter 2 of Reference (d).

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E4.3.3.2.11. Know their USPS Account Representative and other appropriate

E4.3.3.2.11. (Added)(AF) The importance of good relationships with local USPS officials cannot be overstated. Installation OMMs shall meet regularly with local USPS officials to discuss current operations, improvement opportunities, and to maintain rapport. (T - 2). MAJCOM, FOA, or DRU OMMs shall meet with local USPS officials during inspections and other visits to the installations. (T-2).

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E4.3.3.2.12. Whenever possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council. Encourage the Postmaster to start a Postal Customer Council if one does not exist in the area.

E4.3.3.2.13. Identify all recurring or one-time large volume mailings sent from the activity. Help offices select the most cost-efficient mail class and postal service that will best meet user needs. Assist personnel to develop mail products (before printing), and make sure they comply with USPS regulations and DoD official mail policy.

E4.3.3.2.13. (Added)(AF) Large volume mailers using Intra/Inter-Theater Delivery Service (IDS)/Military Postal Service (MPS) have to coordinate with the OMM prior to creating one- time large volume mailings and all recurring mailings being sent from the activity. The OMM will ensure cost reduction guidance in DOD 4525.8-M_AFMAN 33-306 is thoroughly reviewed by originating offices prior to developing mail products, before printing, and inducting into the IDS/MPS. (T-0).

E4.3.3.2.14. Review all mail products (including self-mailers, forms, and reply items), to make sure they meet DoD and USPS requirements.

E4.3.3.2.15. Act as the single point of contact with serving USPS or Military Post Office facility.

E4.3.3.2.16. At a minimum, provide policy and procedure briefings to official mail center personnel and large volume mailers using the requirements of this enclosure. If assigned a postage meter or USPS manifest mailing account, provide training on its proper use, control, and required reports.

E4.3.3.2.17. (Added)(AF) Report semi-annual installation postage expenditures according to General Services Administration (GSA) and DoD requirements. (Ref E4.3.6 and E4.4) (T-0).

E4.3.4. OMP Inspections

E4.3.4.1. Service Components and Agency OMMs will ensure written notification is provided to the DoD OMM that corrective actions have been taken on installations receiving an unsatisfactory rating during a Military Postal Service Agency Program Management Inspection. Interim reports will be provided until all corrective actions have been taken. The DoD OMM may perform a follow-up inspection on those installations to ensure all corrective actions have been accomplished.

E4.3.4.2. Component headquarters, major commands (MACOMs), and intermediate commands shall conduct internal headquarters OMM inspections at least once a year. Component headquarters, MACOMs, and intermediate commands shall ensure scheduled inspections of subordinate installations and activities include the DoD OMP. These scheduled inspections may be part of the IG DoD inspections.

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E4.3.4.3. Installation or equivalent OMMs shall inspect all of the installation's staff activities, subordinate activities and tenant activities on the installation annually on a calendar year basis. These inspection reports shall be filed and made available for review during MACOM and IG DoD inspections and staff assistance visits.

E4.3.4.3. (Added)(AF) Installation OMMs will inspect ADOs annually using locally devised checklists approved by their MAJCOM OMMs. Normally, inspections are carried out by the OMC manager who may be a contractor. (T-1). However, Installation OMMs are still responsible for inspection program oversight and shall validate each inspection report. Commands may wish to include this requirement when drafting SOWs. (T-3).

E4.3.4.4. DD Form 2495 (Official Mail Manager's Inspection Checklist) may be used for inspections. Local reproduction of this form is authorized. (See Enclosure 5.)

E4.3.5. OMP Surveys and Tests. Surveys and tests may be required periodically to determine the transit time and the volume of internal mail and official mail, by class and special postal service, being entered into the USPS. When surveys are directed, the originator provides instructions. Publishing the results of these surveys builds customer confidence in the internal mail delivery system, helps control requests for overnight service, and makes it easier to make a case for using lower cost alternatives. These surveys and tests can also alert managers to possible problems with addressing, messenger routing, pick up, print readability, and other issues.

E4.3.6. OMP Information Requirements. DoD Components using prepaid postage shall report such purchases. Report Control Symbol (RCS) DD-AT&L(SA)1833, Prepaid Postage Report, has been assigned to this information requirement according to Reference (g). Each Component's summary report shall be received by the DoD Official Mail Manager, Military Postal Service Agency, 2461 Eisenhower Avenue, STE 812, Alexandria, VA 22331-0006 no later than 30 November and 31 May of each year and shall cover purchases for the preceding two fiscal quarters. Purchases shall be reported using the following 13 mail codes. Overseas activities using host country postage shall include such purchases under the appropriate mail code. All mail codes shall be reported in numerical sequence semi-annually (Show a zero where applicable). (NOTE: Deposits to trust accounts (TA) or similar accounts are NOT purchases; the purchases take place as USPS deducts funds from these accounts for services rendered.) Each Component shall verify the existence of mail security plans within their agency. This verification shall indicate that these plans have been prepared in accordance with DoD, practiced quarterly, reviewed annually, and coordinated with local emergency responders.

E4.3.6. (Added)(AF) Official mail expenditures are reported during the months of October and April each year via the Air Force Automated Prepaid Postage Report System. (See E4.4.1)

E4.3.6.1. Mail Code 1001 Address Correction. Charges for address correction must be paid either by cash or deduction from a Postage Due Trust Account or (where available) a Centralized Account Processing System (CAPS) account. Report under Mail Code 1001 only if payment is made by cash or by an identifiable transaction in a CAPS account.

E4.3.6.2. Mail Code 1002 Business Reply Mail (BRM). Charges for BRM may be paid by cash, deduction from a postage due account, or a local TA or a CAPS account. Do not report under Code 1002 payments made by deduction from a postage due account.

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E4.3.6.3. Mail Code 1003 Express Mail. Postage for Express Mail may be paid by cash, postage stamps, postage meter imprint, credit card, or Express Mail Corporate Account or (where available) a CAPS account. Report under this mail code only postage paid by cash or by deduction from an Express Mail Corporate Account. Do not include postage paid by postage meter imprint or postage stamps.

E4.3.6.4. Mail Code 1004 Return Service. This service must be paid for by deductions from a TA or (where available) a CAPS account.

E4.3.6.5. Mail Code 1005 Meter Settings. Payment for postage meter settings (purchases) may be made via cash, check, or deduction from a TA. In all cases, report the purchases under Code 1005. Amounts set on meters resulting from refunds for spoiled meter postage are not purchases. Do not report them under this mail code.

E4.3.6.6. Mail Code 1006 Contractor Reimbursement. Some contracts may require the contractor (including the Defense Automated Printing Service) to pay postage on items shipped and the DoD activity to reimburse the contractor. Such postage is usually a separate item on an invoice. Use this code to report such reimbursements. NOTE: The Document Automation and Production Service shall report the postage they use for internal purposes, but not that billed to customers.

E4.3.6.7. Mail Code 1007 Permit Fees. Permit fees must be paid by cash, check, or deduction from a CAPS account.

E4.3.6.8. Mail Code 1008 Permit Mailings. Postage on permit mailings (other than BRM, merchandise return service, and periodicals requester publication rate) can be paid via cash, check, or deduction from a local TA or a CAPS account. In either case, report the purchases under Code 1008.

E4.3.6.9. Mail Code 1009 Postage Due. Postage Due (short paid mail) and postage on Postage Due Penalty Mail can be paid via cash, check, or deduction from a TA. When a TA is established, charges for BRM and address correction can also be deducted from it. If they are, they should be reported under this code and not the codes for BRM and address correction. Postage Due Penalty Mail can also be paid for with postage stamps or postage meter imprints; when that is done the postage is not reported under this code.

E4.3.6.10. Mail Code 1010 Postage Stamps. Purchases of postage stamps must be paid by cash, check, or at some locations by credit card. NOTE: Do not include stationery items such as stamped cards and stamped envelopes. They are reported under Code 1011.

E4.3.6.11. Mail Code 1011 Postage Stamp Env/Cards. These items must be purchased with cash, check, or credit card.

E4.3.6.12. Mail Code 1012 Publications Requester Rate. Payment for these mailings must be paid for by deduction from a local TA or a CAPS account.

E4.3.6.13. Mail Code 1013 Post Office Box Rental. Report all post office box rentals paid for with appropriated funds regardless of why the box is rented.

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E4.3.6.14. Mail Code 1014 PC-Based Postage. Use this code to report purchases of postage downloaded from a USPS licensed vendor site on the Internet. A printer connected to a computer or a network printer prints the postage on the mail piece or a label. Credit cards must be used to pay for this postage.

E4.3.6.15. Mail Code 1015 ePost Charges. The USPS is developing a number of different electronic mail services under their ePost program. Use this code to report purchases of these services.

E4.3.6.16. Mail Code 1016 Small Carrier Charges. Use this code to report First-Class and non-First Class mail dispatched from mail centers with small carriers (FedEx, UPS, etc.) When more than one carrier is utilized, identify each one individually.

E4.3.6.16. (Added)(AF) Air Force units will report GSA-approved small package carriers (UPS, FedEx, DHL, etc.) expenditures under this code. (T-3). Official Mail Managers will only report charges for small package carriers that are processed through the official mail center. (T-3).

E4.3.6.17. Mail Code 1999 Total. This code is used to report the total of the purchases covered by the report.

E4.4. (Added)(AF) AIR FORCE AUTOMATED PREPAID POSTAGE REPORTING SYSTEM

E4.4.1. (Added)(AF) All Air Force units are responsible to report prepaid official postage to their MAJCOM, FOA, or DRU through the Automated Prepaid Postage Reporting System. AF Prepaid Postage Report URL: <https://cs3.eis.af.mil/sites/OO-SC-PO-ST/PPP> ANG Prepaid Postage Report URL: <https://eis.ang.af.mil/func/CI/kom/Pages/Postal.aspx>

E4.4.2. (Added)(AF) Reporting Guidelines:

E4.4.2.1. (Added)(AF) MAJCOMs, FOAs, or DRUs establish deadlines for their reporting units to complete their report. MAJCOM, FOA, or DRU reporting units must ensure their reports are completed, reviewed, and submitted no later than 25 November and 25 April each year to allow the Air Force to meet DOD reporting requirements. (T-0).

E4.4.2.1.1. (Added)(AF) Units will contact their MAJCOM, FOA, or DRU OMMs for login, passwords, and other reporting information questions and requirements. (T-3).

E4.4.2.2. (Added)(AF) Units shall ensure report is correct and inputs saved properly. Contact the MAJCOM, FOA, or DRU OMM if problems occur. (T-3).

E4.4.2.3. (Added)(AF) Installation OMMs provide MAJCOM OMM explanations of any variance of 20% or more in any mail code from the previous report.

E4.4.2.4. (Added)(AF) Units will only report actual postage expenditures during the period. Do not report the amount simply loaded onto the meter. Report expenditures as they are spent. (T-3).

E4 ENCLOSURE 4

E4.4.2.5. (Added)(AF) MAJCOM OMMs advise AF OMM of reporting problems or significant increases or decreases in any mail code.

E4.4.2.6. (Added)(AF) All Air Force official mail centers are required to maintain mail center security plans per paragraph E4.3.6.. Forward a copy of approved security plan to your MAJCOM OMM. Upon annual review, provide an updated copy. (T-1). MAJCOM OMMs will maintain current copies of all subordinate locations' security plans. MAJCOM OMMs shall review plans and develop templates for subordinate OMC use.

E4.4.2.6.1. (Added)(AF) When submitting semiannual prepaid postage report, locations are asked to select yes/no from a dropdown box in response to the following mail center security plans certification statement "*I certify this unit has a mail security plan according to DoD and GSA guidance, that the plan is practiced quarterly, reviewed annually, and coordinated with local emergency providers and first responders.*" Selection of "no" is unacceptable.

E4.5. (Added)(AF) OMC AND TMO SHIPPING MAILING RESPONSIBILITY

E4.5.1. (Added)(AF) General Information

E4.5.1.1. (Added)(AF) Air Force Activities must use the most cost efficient mode legally available that will deliver material to its destination. (T-2).

E4.5.1.2. (Added)(AF) The OMC (a function of the Air Force/Army post office (APO) overseas) acts as the installation's primary expert for official mail and provides all necessary interface with ADOs, DoD, and USPS. OMMs will ensure all First-Class official matter is moved by USPS according to Private Express Statutes (39 U.S.C. and 39 CFR). (T-0).

E4.5.1.3. (Added)(AF) The TMO is normally the installation's focal point for all non-USPS methods for moving official matter and is responsible for establishing accounts, shipping matter, and interface with private carriers, except as noted in E4.5.2.2.

E4.5.1.4. (Added)(AF) The OMM and TMO coordinate to ensure each organization uses the most cost effective method to move official matter, within legal and policy requirements.

E4.5.2. (Added)(AF) Responsibilities

E4.5.2.1. (Added)(AF) The OMM is responsible for processes and funding associated with movement of all official mail through USPS entering the system at their location, regardless of the item's origin. USPS has to be used for all mailings required to be posted at the First Class rate due to PES requirements.

E4.5.2.2. (Added)(AF) The TMO is normally responsible for the processes and funding associated with small package carriers (SPC) that transport all non-First-Class official mail matter from the installation. The installation OMM shall assist the TMO in ensuring the PES is not violated. (T-0). The Installation OMM will record the shipping costs and include costs when submitting the installation's semi-annual prepaid postage report on installations where the

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Installation Commander has decided that it is more economical for the OMC to handle SPC shipments. (T-3).

E4.5.3. (Added)(AF) First-Class Material in Private Carrier Shipments

E4.5.3.1. (Added)(AF) The USPS has a general monopoly for the transmission of First-Class material. Therefore, if First-Class material is sent with a private delivery company, the proper amount of First-Class postage has to be placed on the material. This is in addition to those charges from a private delivery company. Air Force activities shall not send First-Class material by private delivery companies unless there is no alternative. There are two major exceptions to this restriction: (T-2).

E4.5.3.2. (Added)(AF) Invoices, bills, and similar First-Class material sent with, and exclusively for, the cargo they accompany do not require additional First-Class postage.

E4.5.3.3. (Added)(AF) If there is a disruption of the USPS, private delivery companies may transport First-Class material without payment of postage.

E4.6. (Added)(AF) Management of Air Force Explosive Residue Detection Systems

E4.6.1. (Added)(AF) SAF/A6 currently provides inventory for all APO and OMC IONSCAN 400B and SABRE 4000 explosive trace detection machines. There are very specific requirements for maintaining these machines. For detailed management instructions and training, go to the IONSCAN Folder on the Air Force Postal Policy Community of Practice at: <https://afkm.wpafb.af.mil/AirForcePostal>

E4.6.1.1. (Added)(AF) Machines have to be leak tested immediately upon arrival and every six months thereafter. Maintain the most recent test results with your machine maintenance log.

E4.6.1.2. (Added)(AF) Machines are no longer required to be registered with AF Medical Services Agency (AFMSA). However, current guidance is under review and AFMSA may reinstitute registration requirements. SAF/A6XG will notify MAJCOMs, FOAs, and DRUs of any guidance changes and provide registration procedures if requirements change.

E4.6.1.3. (Added)(AF) Machines may not be transferred to a new location or sent in for repair unless coordinated with your MAJCOM, FOA, or DRU OMM. Note, AFI 40-201, *Managing Radioactive Materials in the U.S. Air Force*, requires machines be leak tested before shipment.

E4.6.1.4. (Added)(AF) Never dispose of an IONSCAN or SABRE locally. See instructions per E4.6.1 or contact the AF OMM for disposition instructions.

E4.7. (Added)(AF) Use of AF Form 624, *Base/Unit Locator and PSC Directory*. Postal Service Centers may use AF Form 624, *Base/Unit Locator and PSC Directory*, to capture pertinent customer details.

E5 ENCLOSURE 5

E5. ENCLOSURE 5

OMM'S INSPECTION CHECKLIST

OFFICIAL MAIL MANAGER'S INSPECTION CHECKLIST				A. DATE (YYYYMMDD)			
For use of this form, see DoDI 4525.8-M. The proponent agency is Military Postal Service Agency.							
B. TO (Inspected Activity)		C. THRU (Service Component/MACOM)		D. FROM (Inspecting Activity)			
INSTRUCTIONS							
Mark an "X" in "YES" or "NO" column for each item. If item is not applicable, mark "NA". References apply to DoD Instruction 4525.8 and DoD Manual 4525.8-M.							
SECTION I - ADMINISTRATION							
ITEM	YES	NO	NA	ITEM	YES	NO	NA
*1. Is a current copy of DoDI 4525.8 and DoD 4525.8-M available as required by DoDI 4525.8, E2.1.9.?				*8. Are OMM inspections being conducted as required by DoDI 4525.8, E4.3.4.?			
2. Does the installation or equivalent activity OMM have a current copy of all publications required by DoDI 4525.8, E2.?				9. Have customers been provided the information required by DoD 4525.8-M, C2.3.5.?			
3. Does each postage meter location have a current copy of all publications required by DoDI 4525.8, E2.?				*10. Does the mail center have a Five-Year Plan as required by DoD 4525.8-M, C2.2.1.?			
4. Are all OMMs required by DoDI 4525.8, E4.3.1.1. appointed in writing?				11. Is the mail center's Five-Year Plan updated annually as required by DoD 4525.8-M, C2.2.1.?			
5. Are OMM appointments distributed and filed as required by DoDI 4525.8, E4.3.1.1.?				*12. Does the mail center have a Business Recovery Plan as required by DoD 4525.8-M, C2.2.2.?			
6. Does the OMM's OMP training program meet the requirements of DoDI 4525.8, E4.3.2.?				13. Do operation, contingency, exercise, and similar plans meet the requirements of DoD 4525.8-M, C2.2.3.?			
7. Are the OMMs carrying out the OMP supervisory requirements of DoDI 4525.8, E4.3.3.?				14. Are maintenance logs used to document equipment failures, repair work completed, and other information as required by DoD 4525.8-M, C2.18.4.2.?			
SECTION II - MAIL ACCEPTANCE AND PREPARATION							
15. Is official mail monitored per DoDI 4525.8, E4.3.3.2.4. and E4.3.3.2.5.?				21. Are letter-size envelopes being used to the maximum extent possible per DoD 4525.8-M, C1.19.2.2.1.1.?			
16. Is unauthorized use of official mail reported per DoDI 4525.8, E4.3.3.1.3.?				22. Is selection of special mail services per DoD 4525.8-M, C1.8.?			
17. Is official matter being transported at lowest cost to the Department of Defense per DoD 4525.8-M, C1.6.?				23. Are the provisions of DoD 4525.8-M, C1.10. being followed for Express Mail?			
18. Is mail being marked with the correct class of mail per DoD 4525.8-M, C1.9.?				24. Are business reply items prepared and used per DoD 4525.8-M, C1.11.3.?			
19. Is maximum use made of consolidated mailings per DoD 4525.8-M, C2.10.?				25. Are all merchandise return service items prepared and used per DoD 4525.8-M, C1.11.3.?			
20. Are consolidated mailings prepared per DoD 4525.8-M, C2.10.3.?							
SECTION III - ADDRESS MANAGEMENT							
*26. Are street addresses assigned and used per DoD 4525.8-M, C3.3.2.2.?				28. Are addresses placed by the front entrance of the building so they can be seen from the street per DoD 4525.8-M, C3.3.2.3.1.?			
27. Are Post Office Box addresses used only as indicated in DoD 2425.8-M, C3.3.3.?				29. Is outgoing mail properly addressed per DoD 4525.8-M, C3.6.2.?			

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PREVIOUS EDITION IS OBSOLETE.

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E5 ENCLOSURE 5

SECTION IV - POSTAGE AND EQUIPMENT							
ITEM	YES	NO	NA	ITEM	YES	NO	NA
30. Do permit imprint formats and contents comply with DoD 4525.8-M, C1.16.1.1.?				34. Is the record of postage used being analyzed per DoD 4525.8-M, C2.11.7.2.?			
31. Are all CAPS accounts and other trust accounts reconciled monthly? (DoD 4525.8-M, C2.7.5.)				35. Are postage stamp inventories limited to amounts authorized by DoD 4525.8-M, C2.12.?			
32. Are refunds for spoiled postage submitted per DoD 4525.8-M, C2.11.5.1.?				36. Are postage meters reset quarterly for the estimated amount of postage used during the quarter per DoD 4525.8-M, C2.11.3.2.?			
33. Are procedures established for safeguarding spoiled postage per DoD 4525.8-M, C2.11.5.3.?				37. Do all metering locations keep daily records of postage meter register readings per DoD 4525.8-M, C2.11.4.?			
SECTION V - SECURITY							
*38. Does the mail center have a security plan as required by DoD 4525.8-M, C2.2.4.?				43. Are employees prohibited from receiving and sending personal mail through the official mail center per DoD 4525.8-M, C2.17.1.?			
39. Has the mail center's security plan been coordinated with local security officials as required by DoD 4525.8-M, C2.2.4.?				44. Are postage meters secured per DoD 4525.8-M, C2.11.8.1.1.?			
40. Is mail center access limited to mail center employees per DoD 4525.8-M, C2.8.3.?				*45. Are postage meter keys/combinations secured per DoD 4525.8-M, C2.11.8.2.2.2.?			
*41. Do all mail center employees have a Secret or Interim Secret clearance or are they eligible for a Secret clearance based on having a favorable investigation/check on file as required by DoD 4525.8-M, C2.4.1.6.?				46. Are postage stamps secured per DoD 4525.8-M, C2.12.3.?			
*42. Are mail center employees suspected of stealing mail removed from the mail handling duties until the matter has been investigated per DoD 4525.8-M, C2.8.10.?				47. Is postage placed on the upper right-hand corner of address labels to deter theft per DoD 4525.8-M, C2.8.8.?			
SECTION VI - ACCOUNTABLE							
48. Are all items signed for treated as an accountable item per DoD 4525.8-M, C2.3.6.?				*50. Are receipts obtained for accountable items signed for from the originator or carrier per DoD 4525.8-M, C2.3.6.?			
49. Are accountable items kept separate from other items per DoD 4525.8-M, C2.8.4.?							
51. RATING (X one) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY							
*NOTE: An unsatisfactory rating is mandatory if any one of items 1, 8, 10, 12, 26, 38, 41, 42, 45 or 50 is marked "NO," or if more than 10 percent of the items are marked "NO."							
52. COMMENTS							
53. INSPECTOR							
a. NAME (<i>Last, First, Middle Initial</i>)			b. GRADE OR TITLE		c. TELEPHONE (<i>Include Area Code</i>)		
d. ORGANIZATION			e. SIGNATURE				

E6. ENCLOSURE 6

E6. ENCLOSURE 6**SUSPICIOUS MAIL CHECKLISTS**

The following suspicious mail checklists are for informational purposes only and to provide a template for local modification. Checklist items are printed here to aid official mail managers and mail center managers in creating location-specific checklists. Ensure your checklists are approved by installation force protection, security forces, or disaster preparedness, and included in installation plans as your command deems appropriate. Consult your MAJCOM, FOA, or DRU OMM for checklist copies from other OMCs. Send a copy of your approved checklists to your MAJCOM, FOA, or DRU OMM. Practice your procedures and train personnel at least quarterly. Maintain your checklists in an easy to access location.

E6. (Added)(AF) SUSPICIOUS MAIL CHECKLISTS**E6.1. (Added)(AF) Contaminated Mail Procedures (Powder, Anthrax, Biological, Chemical)**

E6.1.1. (Added)(AF) Isolate the item. Place inside plastic bag, garbage bag, or cover with another object to prevent contents from spreading.

E6.1.2. (Added)(AF) Shut off air handler, fans, air conditioner, etc.

E6.1.3. (Added)(AF) Notify emergency personnel per installation operational plan or emergency response personnel and inform them of your suspicions and your location.

E6.1.4. (Added)(AF) Cordon-off the immediate area.

E6.1.4.1. (Added)(AF) Back away a safe distance so you can observe the area and wait for further instructions from emergency response personnel.

E6.1.4.2. (Added)(AF) Stop others from entering the contaminated area.

E6.1.5. (Added)(AF) Brief emergency response personnel. Tell them the details of the situation, description of the suspicious item, and its location.

E6.1.6. (Added)(AF) All personnel who may have come into contact with the suspicious item have to remain isolated unless directed otherwise by emergency response personnel.

E6.1.6.1. (Added)(AF) Create a list of all possibly contaminated personnel. Include those employees who left the area, and customers who may have been exposed.

E6.1.6.1.1. (Added)(AF) Consider any other pertinent information such as;

E6.1.6.1.1.1. (Added)(AF) What time the mail arrived?

E6.1.6.1.1.2. (Added)(AF) How it arrived (who brought it)?

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E6.1.6.1.1.3. (Added)(AF) Where did it come from (local post office, main processing center, or small processing center)? NOTE. Ensure these locations are notified of possible contamination.

E6.1.7. (Added)(AF) Follow emergency response personnel directions. Stand-by and await further instructions.

E6.1.7.1. (Added)(AF) If necessary, you are directed to a location to be decontaminated.

E6.1.7.2. (Added)(AF) Remain calm. You have plenty of time to be decontaminated and receive medical treatment.

E6.1.8. (Added)(AF) Report your suspicions immediately. Do not attempt to determine what the substance is. Do not worry of embarrassment if a false alarm; you are mandated to report your suspicions!

E6.2. (Added)(AF) Suspicious Package (Explosive)

E6.2.1. (Added)(AF) Do not handle the package further.

E6.2.2. (Added)(AF) Notify emergency personnel per installation operational plan or emergency response personnel and inform them of your suspicions and your location.

E6.2.3. (Added)(AF) Isolate package and evacuate immediate area.

E6.2.3.1. (Added)(AF) Move everyone out of the affected area to a designated rallying point.

E6.2.3.2. (Added)(AF) Senior personnel have to account for all employees.

E6.2.3.3. (Added)(AF) Stop others from entering the area.

E6.2.4. (Added)(AF) Brief emergency personnel. Tell them the details of the situation, description of the suspicious item, and its location.

E6.2.5. (Added)(AF) Report your suspicions immediately. Do not attempt to determine if the item is truly an explosive. Do not worry of embarrassment if a false alarm; you are mandated to report your suspicions!

E7. ENCLOSURE 7

E7. ENCLOSURE 7**ALTERNATIVE OPERATING PROCEDURES**

(Added)(AF) This enclosure recommends procedures that can be implemented to enhance morale, reduce government expenditures, or help maintain USPS post office operations on your installation. These procedures (with the exception of paragraphs E7.1.1.3., E7.1.2.1., E7.1.2.2., and E7.2.4.) are not required to be implemented. They are suggestions and best practices collected from across the Air Force.

E7. (Added)(AF) ALTERNATIVE OPERATING PROCEDURES**E7.1. (Added)(AF) Official Mail Center (OMC)****E7.1.1. (Added)(AF) Elimination of Postage Meter.**

E7.1.1.1. (Added)(AF) If the cost of maintaining a postage meter and mailing machine (meter base) is more than the installation's annual expenditure on postage, consider using postage stamps on official letters and mailing official parcels through your installation post office. This saves the cost of leasing a postage meter, the cost of purchasing a mailing machine, and its annual maintenance contract cost. The OMC should use a government purchase card to pay for stamps and parcel mailing. These extra revenues may be enough to help keep your installation USPS post office solvent. Coordination with your installation USPS postmaster is needed.

NOTE: DoD installations have lost their base post offices due to ever decreasing business. Taking creative steps where possible to ensure the viability of your installation's post office benefits the entire community.

E7.1.1.2. (Added)(AF) PC Postage. Use of PC Postage does not benefit your installation post office; however it allows installations to recognize a savings by not paying for a postage meter, mailing machine, and associated maintenance contract. PC Postage is downloaded to a computer and postage is printed usually using a Dymo type printer. PC Postage is normally only used to print postage for parcel mail due to costs involved in purchasing specialized printer labels. Purchase postage stamps for letter mail. Additionally, you need to purchase a parcel scale to use PC Postage.

E7.1.1.3. (Added)(AF) Regardless of how postage is applied, the OMC is still responsible for consolidating mailings and reporting official postage expenditures per Enclosure 4 of this Instruction.

E7.1.2. (Added)(AF) Cost Cutting Measures

E7.1.2.1. (Added)(AF) Require ADOs to justify use of Certified Mail. Delivery Confirmation provides the same service as Certified Mail. Except when Certified Mail is required by law or the mail item is less than 3.5 ounces, Delivery Confirmation is used when a tracking number is requested. Note: electronic delivery confirmation is free. Consult your meter vendor for procedures and training.

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E7.1.2.2. (Added)(AF) Discourage use of PS Form 3811, Return Receipt. Only when Certified Mail is needed by law or instruction can return receipts be used. Otherwise, OPRs can view and print delivery information at USPS.com. Considering the rate of non-return of PS Form 3811, it is difficult to justify their continued use and expense.

E7.2. (Added)(AF) Mailing Kiosks/Personal Mail Stations

E7.2.1. (Added)(AF) If the USPS post office on your installation has closed or if the use of the post office is not convenient, consider adding a personal mail station to your PSC, OMC, or other location.

E7.2.2. (Added)(AF) Mailing kiosks similar to those found in US Post Offices are available on the GSA schedule. In 2009, the monthly lease cost was approximately \$800 per month. However, a much less expensive option is available using a computer and printer, and supplying specialized address labels purchased from USPS. The computer needs internet capability to reach USPS.com. Once on the USPS website, the user should select Click & Ship, and follow the prompts to compute postage and print a mailing label. The website needs to accept user's credit or debit card. The user can then hand over their parcel to the PSC or OMC manager, who in turn hand it over to USPS. For a small investment and low operating cost, the communications squadron can provide personal mail service to their installation.

E7.2.3. (Added)(AF) Mailing kiosks or Click and Ship mailing stations can be used to print postage for official parcels utilizing a government purchase card.

E7.2.4. (Added)(AF) Regardless of the means chosen to apply official postage (meter, PC postage, stamps, or kiosk), do not allow individual units to mail their official mail separately. OMCs shall still consolidate mailings wherever possible. (T-3).